



A3 Online Testing Manual: Algebra I, Biology I, and English 11

- Corporation Test Coordinators
- School Test Coordinators
- Teachers/Test Examiners

2007-2008 Test Administrations

Questar Assessment, Inc.
Indiana Department of Education

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Overview Core 40 End-of-Course Assessments

As part of Indiana's school accountability system, Core 40 End-of-Course Assessments are designed to ensure the quality, consistency, and rigor of Core 40 courses across the state. Aligned with Indiana's Academic Standards, End-of-Course Assessments measure what students know and are able to do upon completion of targeted Core 40 courses. In addition, the End-of-Course Assessments are an integral component of [Indiana's P-16 Plan for Improving Student Achievement](#). As part of this vision, these exams would serve an additional purpose of providing valuable information for college placement. As part of the Indiana School Accountability System under P.L. 221, all schools that offer Core 40 courses that fulfill a Core 40 Diploma are expected to participate in the respective Core 40 End-of-Course Assessments.

Beginning in 2007-2008, Indiana will be using the Biology I Core 40 ECA to satisfy the NCLB (No Child Left Behind) state high school science exam requirement. If one of the assessment windows offered throughout the school year does not fit the needs of the high school(s) in your corporation, please contact the IDOE at eca@doe.state.in.us

The Algebra I and Biology I End-of-Course Assessments will be administered online for all administrations. During the Spring administration, Algebra I, Biology I, and English 11 will be administered online and Algebra I, Algebra II and Biology I will be administered on paper-and-pencil.

A corporation/school that administers the End-of-Course Assessments online must run the [Test Scout](#) program to ensure that all students' computer workstations are suitable for online testing.

For more information about the Core 40 End-of-Course Assessments, please visit the Indiana Department of Education's Web site at: www.doe.state.in.us/core40eca.

Chapter 1

Software and Browser Requirements

In This Chapter

- Administrators
- Students

Software and Browser Requirements

Administrator Requirements

- **Operating system:** Corporation, School Test Coordinators and Teachers can be accessed using Windows or Macintosh platform.
- **Windows OS - Internet Browser:** The administrative interface can be accessed with Internet Explorer 5.5 or higher, Netscape 7.1, Mozilla 1.70 or greater and Firefox 1.0.
- **Macintosh OS - Internet Browser:** The administrative interface can be accessed with Safari 1.2 or higher, Netscape 7.1 or greater, Mozilla 1.70 or greater and Firefox 1.0 greater.
- **Connection speed** should be 128Kb or greater

Student Requirements

- **Operating system:** The student interface can be accessed using a computer with either Windows or Macintosh operating systems
- **Internet Browser:** Students may use either Internet Explorer 6.0 or higher, Netscape 6.0 or higher, Mozilla 1.7x or greater, Firefox 1.0, Safari 1.2 or higher.
- **Connection speed** should be 128Kb or greater

Cookies

- 1st party session cookies must be enabled on administrative and student workstations in order to access the online site.

Chapter 2

Corporation Test Coordinator (CTC)

In This Chapter

- CTC Checklist
- Assistance
- IDOE Registration (Data Collection)
- Access the Core 40 End-of-Course Assessment Online
- Questar CTC Registration Process
- Navigating the Core 40 End-of-Course Assessment Site
- Administrators
- Students
- Reports
- Help

Corporation Test Coordinator (CTC) Checklist

The Corporation Test Coordinator's Activities PRIOR to Test Administration

- ☐ Coordinate the upload of student information for IDOE Data Collection.
- ☐ Complete the Questar CTC Registration process.
- ☐ Read and become familiar with the *Corporation Test Coordinators'* section of this manual.
- ☐ Participate in a Web training session.
- ☐ Assist School Test Coordinators with teacher and class setup.
- ☐ Make sure all needed usernames and passwords are accessible.

The Corporation Test Coordinator's Activities DURING Test Administration

- ☐ Monitor the test administration at each school.
- ☐ Serve as liaison between School Test Coordinators, the Department of Education's ECA Help Desk, and the technology vendor, Questar Assessment, Inc., if necessary.
- ☐ Respond to questions from School Test Coordinators and Teachers/Test Examiners regarding the test administration.

The Corporation Test Coordinator's Activities AFTER Test Administration

- ☐ Assist School Test Coordinators with closing the test site.
- ☐ Assist School Test Coordinators with any questions concerning score reports.

Assistance

If assistance is needed at any time during the Core 40 End-of-Course Assessment Online program, please contact:

Core 40 End-of-Course Assessment Related Questions and General Information:

IDOE's ECA Help Desk
Phone 1-317-232-9050
E-mail: eca@doe.state.in.us

Questar Online Technology or Paper-and-Pencil Testing Related Questions:

Phone: 1-877-IC40-ECA (1-877-424-0322)
E-mail: Core40support@questarai.com

Core 40 End-of-Course Assessment Web Site:

www.doe.state.in.us/core40eca

IDOE Registration (Data Collection)

As is done with ISTEP+, corporations will need to upload data to the STN Application Center in order to generate barcode labels for paper-and-pencil testing. This process must also be followed to generate files for all students that will be participating in online testing.

The site CTCs should access to upload student data is located at: <http://ideanet.doe.state.in.us/stn/>

There is a data collection window prior to each administration. Only those students who will be testing in the upcoming window should be in the uploaded student file. The data collection schedule for 2007-2008 is below.

Administration Window	IDOE Registration (data collection)	Delivery Method: Content Area
Administration 1 (A1)		
December 10 – 21, 2007 & January 3 – 11, 2008	November 5 - 16, 2007	Online: Algebra I and Biology I
Administration 2 (A2)		
February 4 – 29, 2008	January 7 - 18, 2008	Online: Algebra I and Biology I
Administration 3 (A3)		
April 28 – May 30, 2008	March 3 - 21, 2008	Online: Algebra I, Biology I, and English 11 Paper-and-Pencil: Algebra I, Algebra II, and Biology I

This site is managed and monitored by the IDOE STN Application Center. Any questions related to the data collection process should be directed to the STN Support Team at 1-800-527-4931.

Please note: This process does not replace the Online Registration process in which CTCs indicate the number of students testing per content area for each administration. Information regarding this can be found in the Questar CTC Registration Process section of the manual.

Access the Core 40 End-of-Course Assessment Online

CTCs were sent an e-mail with the Web address, username, and password needed to access the Core 40 ECA Online Testing Site. If you do not have your username and password, please contact Tech Support by telephone at 1-877-IC40-ECA (1-877-424-0322).

(Corporation Test Coordinators should not allow School Test Coordinators or Teacher/Test Examiners to use the CTC login/password at any time.)

Follow the directions below to access the testing site:

1. Open your Internet browser.
2. Click once in the **Address** field of the browser window.
3. Type the Web address: Incore40eca.questarai.com/admin
4. Press **Enter** on the keyboard.
5. You will advance to the administrative login page for the site.
6. Type your username in the **Username** field.
7. Type your password in the **Password** field.
8. Click once on **Login**.

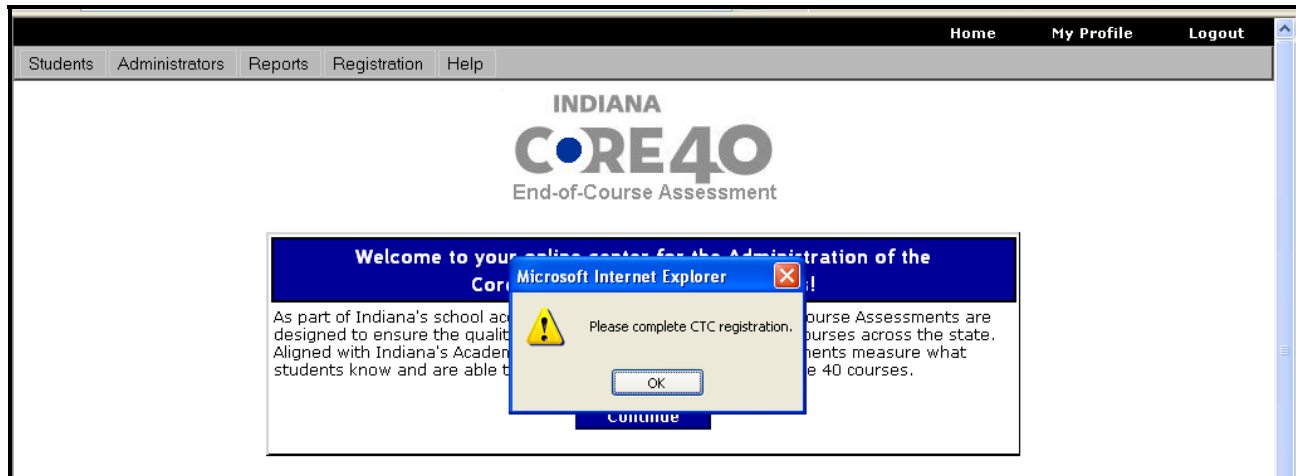


The screenshot shows the login interface for the Indiana Core 40 End-of-Course Assessment. At the top, the text "INDIANA" is above the large "CORE40" logo, with "End-of-Course Assessment" written below it. The main section is titled "Administrator Login" in a blue box. Below this title are two input fields: "Username:" and "Password:". To the right of each label is a text entry box. At the bottom right of the form is a blue "Login" button.

Questar CTC Registration Process

New Registration

Upon entering the site, you will be prompted to complete the Registration Process.



1. Click once on **OK** to clear the prompt and begin the CTC Registration.
2. Read the information and directions about the Core 40 End-of-Course Assessment.
3. Click **Continue** after reading the first page of information to go to page 2.
4. Read page 2 of the information and directions and click **Continue** to proceed to Registration.

After reading information about the Core 40 End-of-Course Assessment program, you will be asked to complete the registration information for each school that will be testing in **A3 Spring 2008**. After completing the registration process, the assigned School Test Coordinator(s) (STCs) will receive a computer-generated e-mail introducing the Core 40 End-of-Course Assessment program and providing them with the URL, username/password, and directions to access the site.

Corporation Test Coordinators must complete the registration process before schools will be able to access the site. CTCs should complete the registration process as soon as possible in order to allow individuals at the schools to fulfill their responsibilities.

During the **registration process**, you will:

- Select the test administration you are registering for (A1, A2, and/or A3).
- Assign the STC for each school that will be testing.
- Indicate the number of students who will be completing each content area per testing period.
- Enter a start date to begin testing for each content area.
- Download the Large Print/Braille request form (when applicable).

(A sample Test Administration selection page is displayed below.)

Listed below are the schools in your corporation. You will need to complete registration for those schools participating in winter and/or spring administrations. If a school is not testing in an administration, check the **School Not Testing** box.

- Please select an administration (A1, A2, or A3) from the drop-down window at the top of the page. Click "Submit".
 - Administration 1 (A1) Operational testing is December 10 - 21, 2007 and will continue January 3 - 11, 2008.
 - Administration 2 (A2) Operational testing period is February 4 - 29, 2008.
 - Administration 3 (A3) Operational testing period is April 28 - May 30, 2008.
- Based on current enrollment numbers, indicate the number of students you anticipate will test in each content area for the appropriate format of paper/pencil or online.
- Please enter the date that testing will begin for each content area for each administration.
- Assign a School Test Coordinator who will manage the testing process at each school. Provide the requested profile information.
- Click "Print Registration" and save it for your records.
- Click "Done".

Repeat this process for schools that will test during Administrations 1, 2 and 3.

- If the schools listed are inaccurate, please call Core 40 Technical Support at 1-877-IC40-ECA
- In addition to completing the registration process below; please be sure to complete the IDOE Registration (Data Collection) during the specified dates at <http://ideanet.doe.state.in.us/stn/>
- If you need to order Large Print/Braille booklets for student(s) in your corporation for A3, please click once on the "Download Large Print/Braille Form" button below. Once you have downloaded the form, follow the instructions at the top to order the needed booklets.

Print Registration **Download Large Print/Braille Form**

Test administration: **Submit**

A1 Winter 2008
 A2 Winter 2008
 A3 Spring 2008

Test Administration

During the CTC registration process beginning Monday, November 12, 2007, CTCs can complete the registration process for schools in their corporation for the A1, A2, and/or A3 administrations.

See the table below for administration dates, registration deadlines and content areas available during testing.

2007 – 2008 Administration Details		
Administration Window	Questar Registration Deadline	Delivery Method: Content Area
A1: December 10 – 21, 2007 and will continue January 3 – 11, 2008	December 7, 2007	Online: Algebra I, Biology I
A2: February 4 – 29, 2008	February 1, 2008	Online: Algebra I, Biology I
A3: April 28 – May 30, 2008	Paper-and-Pencil: February 29, 2008	Paper-and-Pencil: Algebra I, Algebra II, Biology I
	Online: April 25, 2008	Online: Algebra I, Biology I, and English 11

Upon arriving at the Test Registration page, click once on the dropdown to the right of Test Administration and select either A1, A2 or A3. Upon making this selection, the registration page will be displayed.

The available content areas to register for are:

- A1 (Administration 1) – Algebra I, Biology I (operational – online only)
- A2 (Administration 2) – Algebra I, Biology I (operational – online only)
- A3 (Administration 3) – Algebra I, Biology I, and English 11 (operational - online)
Algebra I, Algebra II, and Biology I (operational – paper-and-pencil)

Note: The content areas Algebra II and English 11 will be assigned to each corporation for the A3 Spring 2008 administration. These content areas will not show in the CTC registration area until the assignments are made. The assignments are expected to be sent to each CTC in mid-January.

(A sample Test Registration page is displayed below.)

TSV1 ADI Test Victor High		<input type="checkbox"/> School NOT testing.	Becky Bacon
A1-Administration 1	# Students ONLINE	# Students PAPER	Start Date
Algebra I	<input type="text"/>		12/12/2006
Algebra II	<input type="text"/>		12/12/2006
Biology I	<input type="text"/>		12/12/2006
English 11	<input type="text"/>		12/12/2006
TSV2 ADI Test Victor Jr. High		<input type="checkbox"/> School NOT testing.	Assign
A1-Administration 1	# Students ONLINE	# Students PAPER	Start Date
Algebra I	<input type="text"/>		12/12/2006
Algebra II	<input type="text"/>		12/12/2006
Biology I	<input type="text"/>		12/12/2006
English 11	<input type="text"/>		12/12/2006
Finish Later		Done	

School # and School Name

The School # (number) and School Name are provided. If a school in your corporation is not listed, please contact Core 40 Technical Support at 1-877-IC40-ECA to have the school added. When calling, please be ready to provide the School # and School Name.

School NOT Testing

If a school is listed that will **not** be testing in the A1, A2, and/or A3 administration, click once in the **School NOT Testing** box to the right of the school name for each administration they will not be testing in. Failure to do this may delay the release of report information for your school and corporation.

Assign STCs

You will need to assign a STC for each participating school. This person will be the key contact for all testing at the school for the entire school year.

To assign a STC for a school:

1. Click once on the **Assign** button for the school for which you are completing the registration information.
2. A STC Profile window will be displayed.
3. Type the profile information for the STC at the school. [All required fields are indicated with an asterisk (*)].
4. Click once on **Save** to submit your information.

Student Count

For each participating school click once in the field below the column heading “# Students ONLINE” or “# Students PAPER” and enter the anticipated number of students who will be testing for each content area.

Schools must use the same test delivery method (Online or Paper) for all students in a given a content area. Schools may use one or both delivery methods, but only one per content area. If a delivery method is not available (Online or Paper), no student count entry field will appear in that column for the specific subject.

NOTE: See the 2007-2008 Administration Deadline table for due dates to enter the student count for each administration.

Paper-and-pencil counts for A3 Spring 2008 are due by close of business, February 29. These counts will be used to determine the number of materials that will be shipped to your corporation for testing.

Start Date

The Start Date field is where CTCs will indicate the first day testing will begin at each school. Tests will be available from the designated starting date until the STC indicates testing is complete at the school.

The earliest available start date is pre-determined in the Start Date field; any date earlier than this date will not be accepted. This date can be changed to a start date suitable for each school/content area you are registering. The CTC can change the start date field until students start testing. Once a student begins a test at a school, the start date field can no longer be changed.

Done

When registration is complete, click **Done**. By selecting Done, the computer will automatically generate an e-mail to each STC that has been assigned. The e-mail will contain the URL for the site, a username/password, and directions for completing the assigned tasks.

Finish Later

If you have completed the registration process for one or more schools in your corporation but need more time or information before you can register the remaining schools, click **Finish Later**. This option will allow you to complete your registration at a later time. Any school registrations you have already completed will be saved when you select Finish Later.

When you are ready to continue registering your schools, follow these steps:

1. Log into the site and click once on the Registration menu option.
2. You will see the schools with completed registration and schools that have not been registered.
3. Complete registration for all of your schools.
4. When registration is complete, click **Done**.

Large Print/Braille Form

For those corporations who need to request Large Print and/or Braille materials for their students during the A3 Spring 2008 test administration, you can download this form from the CTC registration page. Click once on the **Download Large Print/Braille Form** button on the right-side of the CTC Registration page. A new window will open with this form displaying as a PDF. You can save this form to be accessed later or print the form.

Directions on completing and submitting the form to the Core 40 ECA Help Desk can be found on the document. This form must be submitted by March 1, 2008.

Edit Registration

You can return to the registration menu if you need to edit the registration information you have provided for a school.

The areas of the registration that may be edited are:

- **Student count** – either edit the number of students or change the delivery method (Online/Paper). Paper student count values can be edited anytime during the registration process.
- **Start date** – this can be edited until a school begins testing. The start date is no longer editable once testing has started at a school.
- **School NOT Testing** – this can be edited until a student begins testing.

To edit the registration page:

1. Log in to the site.
2. Click once on the **Registration** menu.
3. Locate the school and area of registration you need to edit.
4. Click once in the appropriate field.
5. Delete the current entry and enter your new value.
6. Click **Done** to save your changes.

Print Registration		Download Large Print/Braille Form	
Test administration: A1 Winter 2008 <input type="button" value="Submit"/>			
TSP1 QAI Test Papa High		<input type="checkbox"/> School NOT testing.	Webcast Two
A1 Winter 2008	# Students ONLINE	# Students PAPER	Start Date
Algebra I	<input type="text" value="123"/>		<input type="text" value="12/10/2007"/>
Biology I	<input type="text" value="35"/>		<input type="text" value="12/12/2007"/>
TSP2 QAI Test Papa Jr. High		<input checked="" type="checkbox"/> School NOT testing.	Not Testing
A1 Winter 2008	# Students ONLINE	# Students PAPER	Start Date
Algebra I	<input type="text"/>		<input type="text" value="12/10/2007"/>
Biology I	<input type="text"/>		<input type="text" value="12/10/2007"/>
<input type="button" value="Finish Later"/>		<input type="button" value="Done"/>	

Select Print Registration to save or print a copy of your registration page.

Navigating the Core 40 End-of-Course Assessment Site

Below is an explanation of the menu options available when logging on to the Core 40 End-of-Course Assessment program.

Black Menu Bar

Menu	Functionality
Home	Home will return you to the Welcome Page.
My Profile	My Profile allows you to edit your profile information. Your profile includes First Name, Last Name, Username, Password, E-mail, Phone number, and Fax number.
Logout	Logout will exit you from the Core 40 End-of-Course Assessment site and return you to the login page.

Grey Menu Bar

Menu	Functionality
Students	The Students menu displays the Student Roster for your corporation. It lists the hierarchy of your corporation starting with the name of the Corporation followed by schools within your corporation, content areas being tested, teachers for each content area, and any classes set up by teachers.
Administrators	Administrators will allow you to create new Classroom Teacher profiles and folders.
Reports	Reports will allow you to access score report information for your Corporation.
Registration	Registration reviews what you entered during the Registration Process.
Help	Help displays the different help options on the site. Help includes Test Coordinator Manuals, Examiner Manual, and E-mail Support.

Administrators

View Teacher Profiles (Obtain login information)

STCs are responsible for viewing each teacher profile, record the username/password information, and distribute the login information to each teacher administering the Core 40 ECA. Instructions on how to view a teacher profile is below.

Teachers included in the IDOE Data Collection file or who were created during previous administrations will already have a profile.

1. From the Welcome page, click once on **Administrators** located to the right of **Students** on the menu bar in the upper left-hand corner of your screen.
2. A listing of all School Test Coordinators assigned during the CTC registration process will be displayed in the menu. Move your mouse down the list of School Test Coordinators until you come to the name of the School Test Coordinator who is affiliated with the school where you need to add a new classroom teacher.
3. When the name of the School Test Coordinator is highlighted, a submenu that reads, **"Create New Classroom Teacher Administrator"** with a list of all existing teacher profiles in alphabetical order.
4. Move your mouse over to the name of the teacher
5. Click once on the teacher's name and the profile for that teacher will display with.

The screenshot displays the Indiana Core 40 Assessment web application. At the top, there is a navigation bar with links for 'Students', 'Administrators', 'Reports', 'Registration', and 'Help'. The 'Administrators' link is selected, and a submenu is open showing 'number1, webcast' and 'Create Classroom Teacher Administrator'. Below this, a list of School Test Coordinators is shown: 'OSCAR, OLGA' and 'OSCAR, OZZY'. The 'View Classroom Teacher' window is open, showing the 'Personal Profile' tab. The profile details are as follows:

User	
* First Name :	OLGA
* Last Name :	OSCAR
* Username :	OLGAOSCAR
* Password :	5D420EB8
* Confirm Password:	5D420EB8

Custom Fields	
Email :	
Phone :	
Fax :	

At the bottom of the profile window, there are three buttons: 'Delete', 'Cancel', and 'Edit'.

Create a New Classroom Teacher

The Administrators menu on the grey menu bar in the upper left-hand corner of the Core 40 End-of-Course Assessment site allows CTCs to create new Classroom Teachers for a school. ***This is only necessary if the teacher was NOT included in the IDOE Data Collection.*** (CTCs should not allow School Test Coordinators or Teacher/Test Examiners to use the CTC login/ password at any time.)

1. From the Welcome page, click once on **Administrators** located to the right of **Students** on the menu bar in the upper left-hand corner of your screen.
2. A listing of all School Test Coordinators assigned during the CTC registration process will be displayed in the menu. Move your mouse down the list of School Test Coordinators until you come to the name of the School Test Coordinator who is affiliated with the school where you need to add a new classroom teacher.
3. When the name of the School Test Coordinator is highlighted, a submenu that reads, **“Create New Classroom Teacher Administrator”** will appear to the right of the School Test Coordinator’s name.
4. Move your mouse over to the submenu and click once with your mouse.
5. You will see the first step of a two-step process to create a new Classroom Teacher.

The screenshot shows a web form titled "New Classroom Teacher". It has two tabs: "Personal Profile" (selected) and "Student Tree". Below the tabs, there is instructional text: "Enter the new administrator's profile information. When complete click 'Next' to continue." and a note: "* indicates a required field". The form is divided into two sections: "User" and "Custom Fields". The "User" section contains five required fields: "First Name", "Last Name", "Username", "Password", and "Confirm Password". The "Custom Fields" section contains three optional fields: "Email", "Phone", and "Fax". At the bottom of the form are two buttons: "Cancel" and "Next".

User	
* First Name :	<input type="text"/>
* Last Name :	<input type="text"/>
* Username :	<input type="text"/>
* Password :	<input type="password"/>
* Confirm Password:	<input type="password"/>

Custom Fields	
Email :	<input type="text"/>
Phone :	<input type="text"/>
Fax :	<input type="text"/>

6. Step 1 involves entering the “Personal Profile” information for the Classroom Teacher. After completing this step, click on **Next** to go to Step 2, “Student Tree.”
7. The Student Tree tab is where you will select in which content area(s) this Classroom Teacher will be administering tests.
8. To make a selection, **click once on the first content area** this Classroom Teacher will be testing. Your selection will be highlighted.

Personal Profile	Student Tree
<p>Using your mouse - click once on the subject you wish this new administrators user to have access to.</p> <p>If you need to select both subjects, press and hold the Ctrl key on your keyboard and then use your mouse to select both subjects.</p> <p>By completing this step;</p> <ul style="list-style-type: none"> * an administrator account will have been created * a folder will be created on the student tree listed by the administrators last name, first name below the subject(s) selected. <p>Click Submit when you are done to complete this process.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> Algebra I Algebra II Biology I English 11 </div> <div style="text-align: right; margin-top: 10px;"> <input type="button" value="Submit"/> </div>	

9. If the Classroom Teacher will be testing an additional content area, hold the **Ctrl** key down on your keyboard and **click once with your mouse** on the additional content area. The second content area will be highlighted.
10. Continue selecting content areas until all content areas the Classroom Teacher will be testing are highlighted.
11. When you have selected all content areas this Classroom Teacher will be testing, click once on **Submit**.

Clicking on **Submit** will perform two actions:

- Establish an administrator account for the new Classroom Teacher; and
- Create a folder on the Student Roster below each content area selected on the Student Tree tab with the name of the Classroom Teacher. The folder name will appear by Last Name, First Name (as entered in the profile).

A folder for each Classroom Teacher who will be testing students **MUST** appear in the Student Roster in order for the students to complete their registration process.

Students

The Students menu on the grey menu bar in the upper left-hand corner of the Core 40 End-of-Course Assessment site displays the “Student Roster” structure developed for the Corporation.

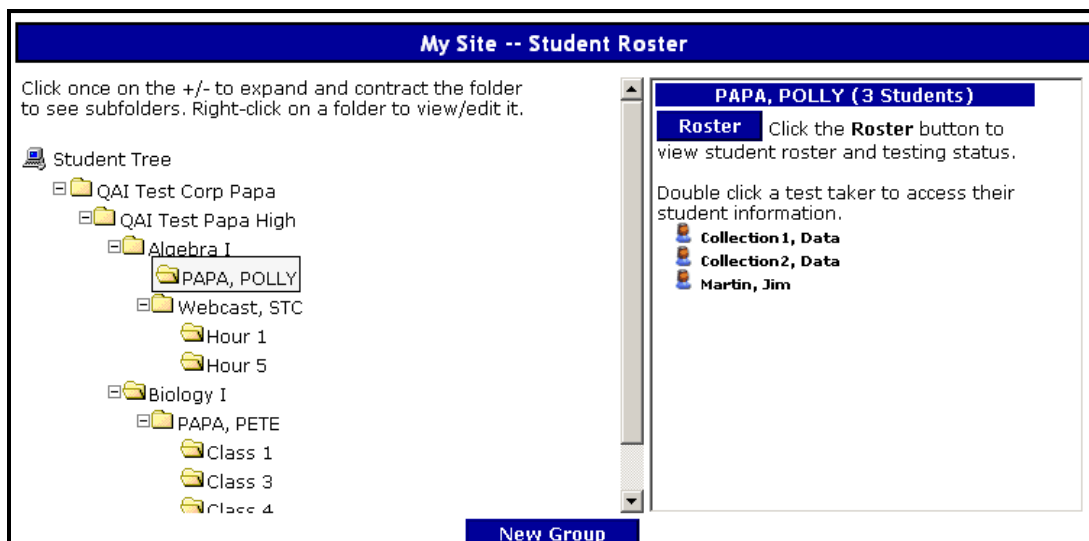
View the Student Roster

1. The highest level on the tree will display the name of the Corporation.
2. To view the folders below the Corporation folder, click once on the addition sign (+) to the left of a folder to expand or open the folder hierarchy.
3. Click once on the subtraction sign (–) to the left of the folder to minimize or close up the folders.

The schools within the Corporation are listed below the Corporation level. The subdirectories for each school indicate the content area to be tested at these schools.

Below the content area are the names of the teachers who will be testing their students.

CTCs may also see subdirectories for Classroom Teachers displaying class folders. If class folders are set up, students will be able to register by their specific class instead of by their classroom teacher.



Add a New Folder for a Classroom Teacher

A new Classroom Teacher folder is added by creating a new Classroom Teacher Administrator. If a classroom teacher folder is not displayed on the Student Roster, the School Test Coordinator will be responsible for creating a folder for the teacher. This must be completed before a classroom teacher can log on to the site to add class folders and view reports. The directions for completing this task as a CTC are found in the *Administrator, Create a New Classroom Teacher* section on the previous pages.

Create a New Folder for a Class

To allow for more detailed reports, a Classroom Teacher has the option of creating folders for each class (ex: Algebra Period 1, English Period 2, etc). The directions for completing this task as a CTC are below:

To create a Class folder for a Classroom Teacher on the Student Roster:

1. From the Welcome page, click once on **Students** located on the grey menu bar in the upper left-hand corner of your screen.
2. After selecting **Students**, the Student Roster for your Corporation will be displayed.
3. Click on the addition sign (+) to the left of the folders to expand the Student Roster until you locate the school, content area, and Classroom Teacher.
4. Click once on the name of the Classroom Teacher for whom you are creating the Class folder.
5. Click once on the **New Group** button located at the bottom of the Student Roster in the middle of the page.
6. A pop-up window will appear in the upper left-hand corner of the page prompting a name for the new group.
7. Type the name of the Class. Then click on **OK**.

The pop-up window will close and you will return to the Student Roster. The new Class folder will be listed below the Classroom Teacher. Repeat these steps to create folders for each class for each Classroom Teacher.

Modify a Folder

Using Internet Explorer: To modify an existing folder, right-click on the name of the folder and then select **View/Edit**.

Using Netscape and Mozilla/Firefox: To modify an existing folder, select the folder you need to modify and then click once on the **Edit Selected Group** button at the bottom of the Student Roster.

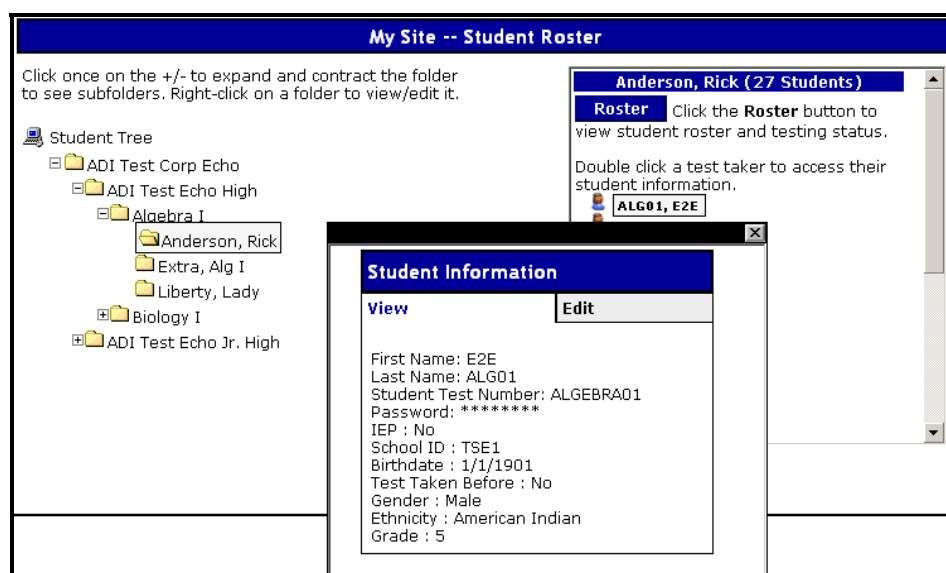
CTCs will then see a window with the options to Delete, Cancel, or Update the folder.



Button	Functionality
Delete	Click once on Delete to delete the folder selected. <i>Note: A folder cannot be deleted if any students are registered to the folder.</i>
Cancel	Click on Cancel to make no changes and return to the student roster.
Update	Update will save any changes made to the folder name and return the user to the Student Roster.

View Student Profile

To view the profile of a student, click once on the folder with the name of the teacher/class with whom the student is registered. A list of students for that teacher/class folder will display on the right side of the Student Roster. When the name of the student is found, either double-click on the name of the student or right-click on the student's name and click on **View** to view the profile.



The available fields that can be edited are:

- First Name
- Last Name
- IEP
- Birthdate
- Test Taken Before
- Gender
- Ethnicity
- Grade
- Accommodation fields

To edit student information click on the **Edit** tab.

Fields that should **not** be edited are:

- Student Test Number
- Password
- School ID

Student Roster Report

From the student roster, a Student Roster Report is available to make it easier to monitor the students who have registered as well as student testing status.

To view the student roster report:

1. From the student roster page, click once on the teacher or class folder you wish to view.
2. To the right of the folder, you will see all students registered to that folder on the right-hand side of the page.
3. Above the student names, you will see a **Roster** button.
4. Click once on **Roster**.
5. A new window will open with student information.

All students listed have been registered to the respective teacher/class. Students will be listed by First Name, Last Name and Student Test Number.

To the right of each student name will be two columns; Session 1 Status and Session 2 Status

Field Entry	Description
Blank	Session has not been started
IN Progress	Student has started session but not completed
Complete	Student has completed the test session

A student must complete both test sessions in order for the student to be considered valid and receive a score.

Student Roster Report				
Print Report		Download Data		
Corporation: ADI Test Corp Echo School: ADI Test Echo High Subject: Algebra I Teacher/Class: Anderson, Rick Test Administration: A1 Winter 2008 12-02-2007 / 17:23:55				
School Test Number for all students: TSE1				
First Name	Last Name	Student Test Number	Session 1 Status	Session 2 Status
E2E	ALG01	ALGEBRA01	Complete	Complete
E2E	ALG02	ALGEBRA02	Complete	Complete
E2E	ALG03	ALGEBRA03	Complete	Complete
E2E	ALG04	ALGEBRA04	Complete	Complete
E2E	ALG05	ALGEBRA05	Complete	Complete
E2E	ALG06	ALGEBRA06	Complete	Complete
E2E	ALG07	ALGEBRA07	Complete	Complete
E2E	ALG08	ALGEBRA08	Complete	Complete
E2E	ALG12	ALGEBRA12		Complete
E2E	ALG11	ALGEBRA11	Complete	
E2E	ALG13	ALGEBRA13	In Progress	In Progress

Reports

Reports will be available at the Corporation level once all schools in the corporation have indicated "Testing Complete." Any schools that are not testing must have "School NOT Testing" selected on the CTC registration page to avoid delaying the release of reporting summary information at the Corporation level.

Reports available on the *Questar* Core 40 ECA administrative site are:

- Corporation Summary Report
- School Summary Report
- Class Report
- Individual Student Report

To access score reports:

1. Click once on the **Reports** menu at the top of the screen.
2. A menu of the reports available to your administrative level will be listed. This includes reports from past administrations where testing was completed.
3. Move your mouse through the reports menu and click once to select the report you wish to view.
4. The report will be displayed.

An example of a Corporation Summary Report is below. Key functional elements described below are available at all levels.

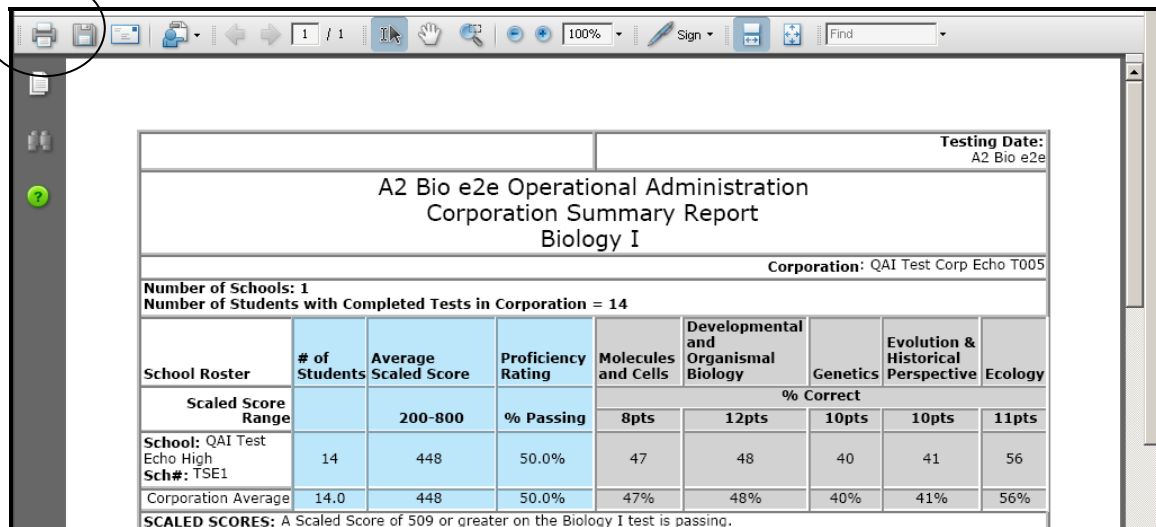
- Print Report – available at all levels
- Download Data – available at all levels
- Link to other level reports – available at all levels

Print Report		Download Data		Testing Date: A2 Bio e2e				
A2 Bio e2e Operational Administration Corporation Summary Report Biology I								
Corporation: QAI Test Corp Echo T005								
Number of Schools: 1 Number of Students with Completed Tests in Corporation = 14								
School Roster	# of Students	Average Scaled Score	Proficiency Rating	Molecules and Cells	Developmental and Organismal Biology	Genetics	Evolution & Historical Perspective	Ecology
Scaled Score Range		200-800	% Passing	% Correct				
				8pts	12pts	10pts	10pts	11pts
School: QAI Test Echo High Sch#: TSE1	14	448	50.0%	47	48	40	41	56
Corporation Average	14.0	448	50.0%	47%	48%	40%	41%	56%
SCALED SCORES: A Scaled Score of 509 or greater on the Biology I test is passing.								

Print Report

A Print Report button appears in the upper left-hand corner of each report. When selecting this button, the report will open in a frame on the page where you can Save or Print the report. To return to the original view of the report, click on the **Back** button on your browser.

Click on the Printer icon to print the report
Click on the diskette icon to save the report



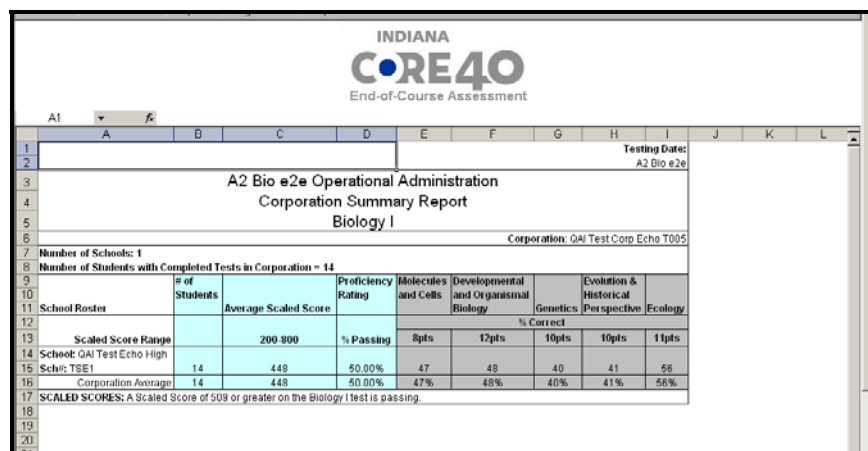
				Testing Date: A2 Bio e2e				
A2 Bio e2e Operational Administration Corporation Summary Report Biology I								
Corporation: QAI Test Corp Echo T005								
Number of Schools: 1								
Number of Students with Completed Tests in Corporation = 14								
School Roster	# of Students	Average Scaled Score	Proficiency Rating	Molecules and Cells	Developmental and Organismal Biology	Genetics	Evolution & Historical Perspective	Ecology
Scaled Score Range		200-800	% Passing	8pts	12pts	10pts	10pts	11pts
School: QAI Test Echo High Sch#: TSE1	14	448	50.0%	47	48	40	41	56
Corporation Average	14.0	448	50.0%	47%	48%	40%	41%	56%
SCALED SCORES: A Scaled Score of 509 or greater on the Biology I test is passing.								

Download Data

If you wish to download the data of the report you are viewing to an Excel spreadsheet, click once on the **Download Data** button located in the upper left-hand corner of the report next to the Print Report button. After making this selection, you will be prompted to open or save the file.

- Save** – will ask you to find the location on your computer to save the file. After locating where you wish to store the file, click once on **Save**.
- Open** – will open the report you are viewing in an Excel file format within a webpage.

An example of the data, when it is opened in the browser, is below:



				Testing Date: A2 Bio e2e				
A2 Bio e2e Operational Administration Corporation Summary Report Biology I								
Corporation: QAI Test Corp Echo T005								
Number of Schools: 1								
Number of Students with Completed Tests in Corporation = 14								
School Roster	# of Students	Average Scaled Score	Proficiency Rating	Molecules and Cells	Developmental and Organismal Biology	Genetics	Evolution & Historical Perspective	Ecology
Scaled Score Range		200-800	% Passing	8pts	12pts	10pts	10pts	11pts
School: QAI Test Echo High Sch#: TSE1	14	448	50.0%	47	48	40	41	56
Corporation Average	14	448	50.0%	47%	48%	40%	41%	56%
SCALED SCORES: A Scaled Score of 509 or greater on the Biology I test is passing.								

The file you have opened or saved is available to be used in MS Excel. To return to the original view of the report, click the **Back** button on your browser.

Link to Other Report Levels

From each report level, there will be links to reports at a different level. This will vary by your role in the Core 40 ECA program. A description of the reports available to each role is below:

The following indicates the level(s) of reporting available based on the administrative role:

- **Corporation Test Coordinator** – may view reports for Corporation, Schools, Classes (Teachers/Class), and Individual Student Reports.
- **School Test Coordinators** – may view reports for Schools, Classes (Teachers/Class), and Individual Student Reports.
- **Teachers** – may view reports for Classes (Teacher/Class) and Individual Student Reports.

Administrators can click on links within the reports they are viewing to access other reports from the same login. These links display on the report in **blue text**.

The Corporation Summary Report is the highest level report available to the CTC. In the example below, a CTC administrator can link from the Corporation Summary Report to the School Summary report by clicking once on blue text that reads **QAI Test Echo High**.

Print Report		Download Data		Testing Date: A2 Bio e2e				
A2 Bio e2e Operational Administration Corporation Summary Report Biology I								
Corporation: QAI Test Corp Echo T005								
Number of Schools: 1 Number of Students with Completed Tests in Corporation = 14								
School Roster	# of Students	Average Scaled Score	Proficiency Rating	Molecules and Cells	Developmental and Organismal Biology	Genetics	Evolution & Historical Perspective	Ecology
Scaled Score Range		200-800	% Passing	% Correct				
				8pts	12pts	10pts	10pts	11pts
School: QAI Test Echo High Sch#: TSE1	14	448	50.0%	47	48	40	41	56
Corporation Average	14.0	448	50.0%	47%	48%	40%	41%	56%
SCALED SCORES: A Scaled Score of 509 or greater on the Biology I test is passing.								

Upon making this selection, the School Summary Report for QAI Test Echo High school will display. The School Summary report is the highest level report available to the School Test Coordinator (STC). From this report, administrators can link to the Class report by clicking on the name of the teacher/class for which they wish to review the Class report.


Print Report		Download Data		Testing Date: A2 Bio e2e				
A2 Bio e2e Operational Administration School Summary Report Biology I								
Number of Classes = 1 Number of Students with Completed Tests in School = 14				School: QAI Test Echo High TSE1 Corporation: QAI Test Corp Echo T005				
Class Roster	# of Students	Average Scaled Score	Proficiency Rating	Molecules and Cells	Developmental and Organismal Biology	Genetics	Evolution & Historical Perspective	Ecology
Scaled Score Range		200-800	% Passing	% Correct				
				8pts	12pts	10pts	10pts	11pts
Teacher: Takus, Bruce Class: Takus, Bruce	14	448	50.0%	47	48	40	41	56
School Average	14.0	448	50.0%	47%	48%	40%	41%	56%
SCALED SCORES: A Scaled Score of 509 or greater on the Biology I test is passing.								

Selecting the link for **Takus, Bruce** will display the Class report for this teacher. The Class Report is the highest level report available to the Teacher/Test Examiner.

Print Report		Download Data		Testing Date: A2 Bio e2e				
A2 Bio e2e Operational Administration								
Class Report								
Biology I								
Teacher: Takus, Bruce Class: Takus, Bruce			School: QAI Test Echo High TSE1 Corporation: QAI Test Corp Echo T005					
Number of Students with Completed Tests = 14								
Student Name	Scaled Score	Proficiency Rating	Molecules and Cells	Developmental and Organismal Biology	Genetics		Evolution & Historical Perspective	Ecology
					% Correct			
Scaled Score Range	200-800	Pass/Did Not Pass	8pts	12pts	10pts	10pts	11pts	
Lacy, Sue STN: TSE100001	**	INV	***	***	***	***	***	***
QA001, A2 BIO STN: A2B100001	633	Pass	100	67	60	90	73	
QA003, A2 BIO STN: A2B100003	800	Pass+	100	100	100	100	100	
QA004, A2 BIO STN: A2B100004	200	Did not pass	0	0	0	0	0	
QA013, A2 BIO STN: A2B100013	**	INV	***	***	***	***	***	***
QA014, A2 BIO STN: A2B100014	200	Did not pass	0	17	10	20	27	
QA015, A2 BIO STN: A2B100015	200	Did not pass	25	33	20	0	9	
QA016, A2 BIO STN: A2B100016	200	Did not pass	25	8	0	20	36	
QA017, A2 BIO STN: A2B100017	341	Did not pass	50	17	30	20	27	
QA019, A2 BIO STN: A2B100019	200	Did not pass	0	0	0	0	0	
QA021, A2 BIO STN: A2B100021	514	Pass	25	67	50	40	73	
QA022, A2 BIO STN: A2B100022	507	Did not pass	25	67	40	50	64	
QA023, A2 BIO STN: A2B100023	651	Pass+	88	75	80	60	100	
QA024, A2 BIO STN: A2B100024	643	Pass	100	75	60	60	100	
QA025, A2 BIO STN: A2B100025	667	Pass+	100	75	60	80	100	
QA026, A2 BIO STN: A2B100026	522	Pass	25	67	50	40	82	
Class Average	448	50.0%	47%	48%	40%	41%	56%	
School Average	448	50.0%	47%	48%	40%	41%	56%	
SCALED SCORES: A Scaled Score of 509 or greater on the Biology I test is passing.								
INV: Scores are invalid because of local test invalidation or both sessions were not completed. These students are not included in the calculation of averages.								
NOTE: The Class and School Average associated with the Proficiency Rating category is composed of the total number of students with a Proficiency Rating of Pass.								

From the Class report, administrators can access Individual Student Reports by clicking on the name of the student which appears as a link from this report.

[Print Report](#)
[Print All Report](#)

 <p>Spring 2007</p>	<div style="border-bottom: 1px solid black; margin-bottom: 10px;"> <div style="display: flex; align-items: center;"> <div style="background-color: black; color: white; padding: 5px 10px; font-weight: bold; font-size: 1.2em;">A</div> <div style="margin-left: 10px;"> Student Report for AUSTEN, KATE </div> </div> </div> <div> <div style="display: flex;"> <div style="width: 150px;"> STN: 990407503 Test Date: A3 Spring 2007 Subject: Biology I Corporation: IDOE School: IDOE - BIOLOGY 1 HS Teacher: LOST </div> </div> </div>
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Indiana Core 40 ECA Academic Standards
 The Indiana Academic Standards describe what students should know and be able to do in English/Language Arts, Mathematics, and Science. This ECA was created to measure whether students have learned what they are expected to know and be able to do upon completing the respective course.

Biology I Proficiency Rating:

B

Pass

Student Score: 637

637

200
509 *pass*
800

Score range:
Min, Max, *Passing*
200 - 800, 509

This student's score is **637** in Biology I, which means he/she passed the Biology I Core 40 ECA.

	<div style="display: flex; align-items: center;"><div style="background-color: black; color: white; padding: 2px 5px; font-weight: bold; font-size: 1.1em;">C</div> Biology I Reporting Category</div>	Percent Correct
	Molecules and Cells	100%
	Developmental and Organismal Biology	0%
	Genetics	100%
	Evolution and Historical Perspective	100%
	Ecology	100%

D

Biology I

This student passed the Core 40 ECA test in Biology I. The test results show that Molecules and Cells, Genetics, Evolution & Historical Perspective, and Ecology may be strengths for this student.

Purpose

This report provides information on this student's achievement of the Indiana Core 40 ECA. From this report, it is possible to determine if a student has demonstrated knowledge of the standards for this course with a passing score. A student's teacher can also show classroom work and other test results that provide evidence of this student's progress.

Student Report Information

- A

Identifies student name, demographic information, corporation, school, and teacher/class.
- B

Displays student performance relative to Indiana's Academic Standards for the content area tested.
- C

Shows student's percent correct for each reporting category.
- D

Lists the student's areas of strength and weakness.

At the top of the Individual Student Report are two buttons which allow you to print the report.

- **Print Report** – this will print the individual report you are currently viewing
- **Print All Reports** – this will generate a batch print job of all students in the class this student belongs to.

To return to the Class Roster Report view, click once on the **Back** button on your browser.

Pending Status

If at any time reports indicate **Pending** in place of data, this indicates testing is not complete and therefore summary data cannot be displayed. If you are viewing this at the STC level, and you know testing has been completed at your location, please be sure you have logged into the *Questar* Core 40 ECA Administrative interface and indicated **Testing Complete** from the **Test Zone** menu.

If your Corporation has not completed testing, **Pending** will continue to display on the reports until testing is complete and that indication has been made.

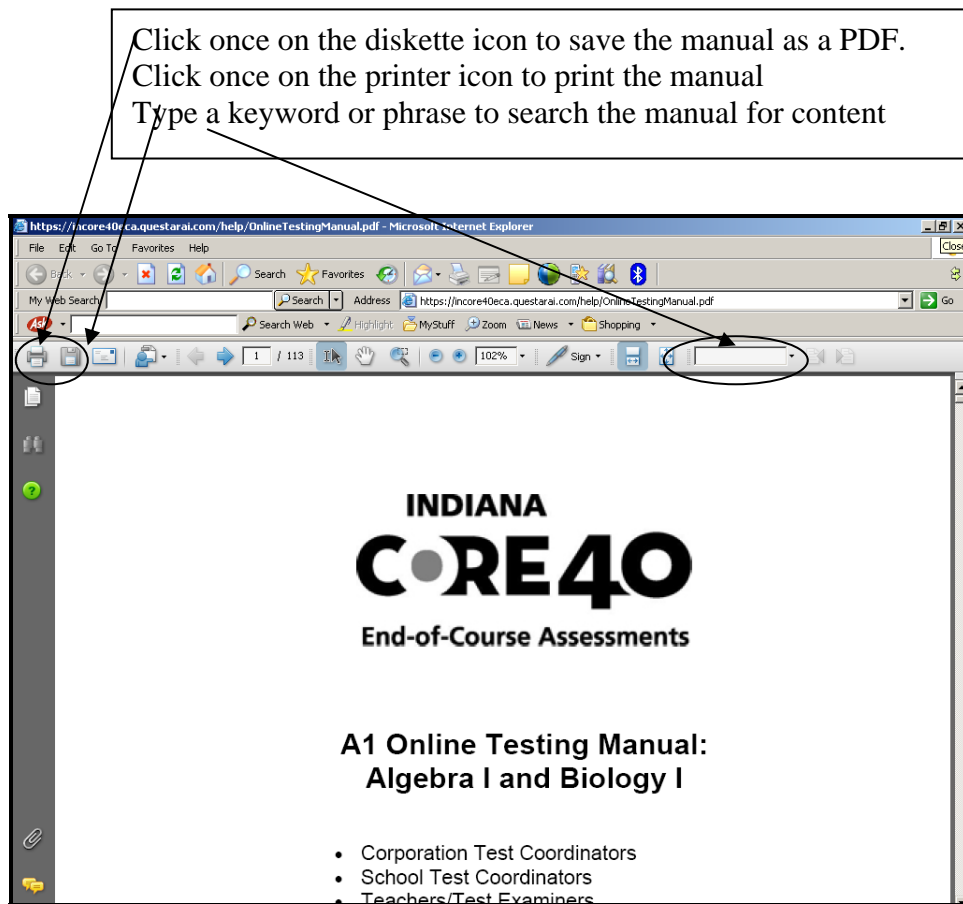
Help

The Help menu has been designed to provide information needed to administer the Core 40 End-of-Course Assessment Online. Four different help options are available:

- Core 40 Online Testing Manual (PDF format)
- Paper-and-Pencil Administration Manuals (PDF by subject) (Spring administration only)
- E-mail Support

Core 40 ECA Online Testing Manual PDF Manuals

When the Test Coordinator's Manual is selected from the **Help** menu, a new browser window will open containing the selected manual. This manual provides you with options to print, save as a PDF or search.



E-mail Support

When this menu option is selected, an outgoing e-mail window will be displayed with the Core 40 Technical Support e-mail address in the "To:" field. You will be able to send questions and comments to the Technical Support Desk.

Chapter 3

School Test Coordinators

In This Chapter

- School Test Coordinator Checklist
 - Assistance
 - TEST SCOUT Program
 - Access the Core 40 End-of-Course Assessments Online
 - Navigating the Core 40 End-of-Course Assessment Site
 - Students
 - Administrators
 - Test Zone
 - Reports
 - Help
-

School Test Coordinator (STC) Checklist

The School Test Coordinator's Activities PRIOR to Test Administration

- ☐ Read and become familiar with *School Test Coordinators* section of this manual.
- ☐ Participate in a Web training session.
- ☐ Ensure the TEST SCOUT Program has been administered.
- ☐ Verify that all teachers that will be testing have been set up on the site.

Note: Teachers included in the IDOE Data Collection file or who were created during previous administrations will already have a profile.

- ☐ Communicate the Web site address and login information to all Classroom Teachers.

The School Test Coordinator's Activities DURING Test Administration

- ☐ Monitor the test administration.
- ☐ Serve as liaison between Classroom Teachers and the Corporation Test Coordinator.
- ☐ Respond to questions from Classroom Teachers regarding the test administration.

The School Test Coordinator's activities AFTER Test Administration

- ☐ Review the Student Exception Report.
- ☐ Invalidate student scores (where applicable).
- ☐ Close the test site – indicate "Testing Complete."

Assistance

If assistance is needed at any time during the Core 40 End-of-Course Assessment Online program, please contact:

Core 40 End-of-Course Assessment Related Questions and General Information:

IDOE's ECA Help Desk
Phone 1-317-232-9050
E-mail: eca@doe.state.in.us

Questar Online Technology or Paper-and-Pencil Testing Related Questions:

Phone: 1-877-IC40-ECA (1-877-424-0322)
E-mail: Core40support@questarai.com

Core 40 End-of-Course Assessment Web Site:

www.doe.state.in.us/core40eca

TEST SCOUT Program

TEST SCOUT was developed by Questar, the company hosting the Online Assessment site, to ensure that all students' computer workstations are suitable for online testing. Running the TEST SCOUT program will allow Questar and the School Test Coordinator to be proactive on any issues that may be encountered and will ensure a successful test administration.

A login will be sent to all School Test Coordinators with detailed information on this process. It is imperative that all School Test Coordinators participate in the TEST SCOUT program to ensure a successful testing administration.

This program has been designed to run on the workstations **students** will use for testing. If the students will be testing in different environments throughout the school and/or the testing area has various workstation setups, the TEST SCOUT program will need to be run on each type of computer or workstation that students will use for testing.

Student Requirements

- **Operating system:** The student interface can be accessed using a computer with either Windows or Macintosh operating systems
- **Internet Browser:** Students may use either Internet Explorer 6.0 or higher, Netscape 6.0 or higher, Mozilla 1.7x or greater, Firefox 1.0, Safari 1.2 or higher.
- **Connection speed** should be 128Kb or greater

Cookies

- 1st party session cookies must be enabled on administrative and student workstations in order to access the online site.

Because TEST SCOUT automatically extracts information from student workstations and provides a report regarding testing readiness, you should run the program on the workstations that students will use on testing day.

- If workstations in testing areas all have the **same configuration**, you will only need to run the program on one workstation. To be certain that all workstations are correctly set up, we recommend that if you have the time, you run TEST SCOUT on all student workstations.
- If workstations in testing areas have **different configurations** (Windows or Macintosh, different operating systems, different browsers or browser versions, different internet connection speeds, etc.), you will need to run the program on each type of workstation.

Accessing TEST SCOUT

You will need the following Web address and login information to access the TEST SCOUT program:

- Web address: <http://INcore40eca.questarai.com/testscout>
- School Number: enter your 4-digit school number here

Completing TEST SCOUT

To run the TEST SCOUT program, follow these directions:

1. Open the Internet browser you will be using during testing.
2. Click once in the **Address** field of the browser window.
3. Type the Web address: <http://INcore40eca.questarai.com/testscout>
4. Press **Enter** on the keyboard to advance to the login page for the TEST SCOUT program.
5. Type your School Number (your 4-digit school number) in the field provided.
6. Click once on **Login**.
7. The TEST SCOUT program will automatically run.
8. When finished, a report will appear on your screen.

The report will summarize the workstation's testing readiness. If any "risks" are identified, the report will inform you of how to minimize the risk(s). For best testing results, it is important that you follow-up on recommendations made in this report.

Test Scout Sample Test

Once you have completed the TEST SCOUT program, it is recommended that you take the brief sample test to verify the workstation is ready for test administration. Click once on the **Test Center** link at either the top or the bottom of the Test Scout Results Report page to access the sample test.

As you take the sample test, confirm that

- the transition time between items is acceptable;
- the graphics are clear; and
- the items are readable.

If you experience any difficulties with TEST SCOUT, please contact the Online Testing Technology Support via e-mail at Core40Support@questarai.com or by phone at 1-877-IC40-ECA.

NOTE: Questar and the Indiana Department of Education strongly encourage all schools to run the Test Scout program on each type of workstation used for the testing administration. This will identify any workstation that may have difficulties.

Access the Core 40 End-of-Course Assessment Online

Once the Corporation Test Coordinator (CTC) has completed the registration process, the School Test Coordinator for each school will receive an e-mail containing an administrative username and password. School Test Coordinators should contact their CTC if they have not received this information.

Administrator Requirements

- **Operating system:** Corporation, School Test Coordinators and Teachers can be accessed using Windows or Macintosh platform.
- **Windows OS - Internet Browser:** The administrative interface can be accessed with Internet Explorer 5.5 or higher, Netscape 7.1, Mozilla 1.70 or greater and Firefox 1.0.
- **Macintosh OS - Internet Browser:** The administrative interface can be accessed with Safari 1.2 or higher, Netscape 7.1 or greater, Mozilla 1.70 or greater and Firefox 1.0 greater.
- **Connection speed** should be 128Kb or greater

Cookies

- 1st party session cookies must be enabled on administrative and student workstations in order to access the online site.

After receiving the login information, follow the directions below to begin using the Core 40 End-of-Course Assessment Online system:

1. Open your Internet browser.
2. Click once in the **Address** field of the browser window.
3. Type the Web address: <http://INcore40eca.questarai.com/admin>
4. Press **Enter** on the keyboard.
5. You will advance to the administrative login page for the site.
6. Type your username in the **Username** field.
7. Type your password in the **Password** field.
8. Click once on **Login**.



The screenshot shows the login interface for the Indiana Core 40 End-of-Course Assessment. At the top, it says "INDIANA CORE40 End-of-Course Assessment". Below this is a box titled "Administrator Login". Inside this box, there are two input fields: "Username:" and "Password:". Below the "Password:" field is a blue button labeled "Login".

Navigating the Core 40 End-of-Course Assessment Site

Below is an explanation of the menu options available when logging on to the Core 40 End-of-Course Assessment program.

Black Menu Bar

Menu	Functionality
Home	Home will return you to the Welcome Page.
My Profile	My Profile allows you to edit your profile information. Your profile includes First Name, Last Name, Username, Password, E-mail, Phone number, and Fax number.
Logout	Logout will exit you from the Core 40 End-of-Course Assessment site and return you to the login page.

Grey Menu Bar

Menu	Functionality
Students	The Students menu displays the Student Roster for your school. It lists the hierarchy of your school starting with the name of your School followed by content areas being tested, teachers for each content area, and any classes set up by teachers.
Administrators	Administrators will allow you to create new Classroom Teacher profiles and folders.
Reports	Reports will allow you to access score report information for your School.
Test Zone	Test Zone is where you will view registration counts entered by your CTC, access your Test Examiner Password, view the exception report, invalidate students and indicate testing complete.
Help	Help displays the different help options on the site. Help includes Test Coordinator Manuals, Examiner Manual, and E-mail Support.

Students

School Test Coordinators will be responsible for verifying that all of the Classroom Teachers participating at the school have been registered. Once the teachers have been verified, each teacher will need the Web address, username, and password, so they can access the site.

To View Your Classroom Teacher Information

1. Locate the **Students** menu in the upper left-hand corner of the page.

The screenshot shows the Indiana Core 40 ECA Center website. At the top, there is a navigation bar with links: Home, My Profile, Logout, Students, Administrators, Reports, TestZone, and Help. Below the navigation bar is the Indiana Core 40 logo and the text "End-of-Course Assessment". The main content area features a blue header with "Questar Assessment, Inc." and a welcome message. Below this is a table titled "2007 - 2008 Administration Details".

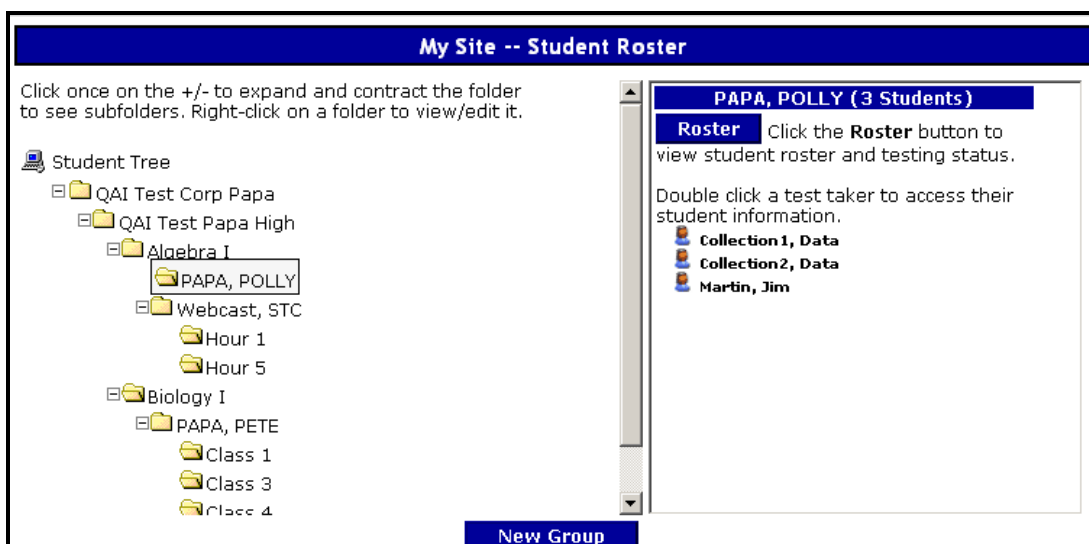
Administration Window	IDOE Registration (Data Collection)	Questar Registration Deadline	Delivery Method: Content Area
Administration 1 (A1)			
December 10 - 21, 2007 & January 3 - 11, 2008	November 5 - 16, 2007	December 7, 2007	Online: Algebra I and Biology I
Administration 2 (A2)			
February 4 - 29, 2008	January 7 - 18, 2008	February 1, 2008	Online: Algebra I and Biology I
Administration 3 (A3)			
April 28 - May 30, 2008	March 3 - 21, 2008	Paper-and-Pencil: February 29, 2008 Online: April 25, 2008	Online: Algebra I, Biology I, and English 11 Paper-and-Pencil: Algebra I, Algebra II, and Biology I

The time allotment for each assessment is divided into two sessions: Session 1 and Session 2. Each session takes approximately 45 minutes to administer to students. (Assessments may also be delivered in one 90-minute session.)

Biology I ECA Participation Requirement - The Biology I End-of-Course Assessment is a component of No Child Left Behind (NCLB). Every state must administer a High School Science test to comply with NCLB requirements; Indiana will use the Biology I ECA to fulfill that requirement. All students finishing **Biology I** at the time of testing should participate in the **Biology I Core 40 End-of-Course Assessment**. If one of these assessment windows for Biology I does not fit the needs of the high school(s) in your corporation; please contact IDOE at eca@doe.state.in.us

For assistance, please contact 1-877-IC40-ECA (877-424-0322)

2. Click once on the **Students** menu.
3. The Student Roster will be displayed.
4. The menu tree displays a folder at the top with the name of the school.
5. To navigate through the tree, click once on the addition sign (+) to expand or open the tree and click once on the subtraction sign (–) to contract or close up the tree.



6. Click once on the addition sign (+) to the left of the school folder; below the folder are sub-folders displaying the content areas that will be tested at your school. Below the content area are sub-folders that display the names of the teacher(s) who will be testing their students.
7. All teachers who have been set up will be listed on the tree.
8. Expand the tree to view the names of the teachers.
9. Verify the names of all teachers who will be testing students.

Add a New Folder for a Classroom Teacher

If a classroom teacher folder is not displayed on the Student Roster, the School Test Coordinator will be responsible for creating a folder for the teacher. This must be completed before a classroom teacher can log on to the site to add class folders and view reports. The directions for completing this task are found in the *Administrators, Create a New Classroom Teacher* section.

Create a New Folder for a Class

To allow for more detailed reporting, a Classroom Teacher has the option of creating folders for each class (ex: Algebra Period 1, English Period 2, etc).

To create a Class folder for a Classroom Teacher on the Student Roster:

1. From the Welcome page, click once on **Students** located on the menu bar in the upper left-hand corner of your screen.
2. After selecting **Students**, the Student Roster for your school will be displayed.
3. Click on the addition sign (+) to the left of the folders to expand the Student Roster until you locate the content area, and Classroom Teacher to create the new Class folder.
4. Click once on the name of the Classroom Teacher for whom you are creating the Class folder.
5. Click once on the **New Group** button located at the bottom of the Student Roster in the middle of the page.
6. A window will pop up in the upper left-hand corner of the page prompting a name for the new group.
7. Type the name of the Class. Then click on **OK**.

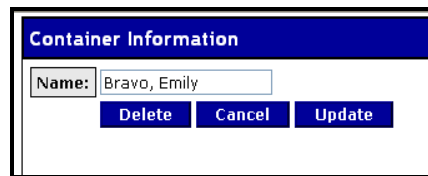
The pop-up window will close and you will return to the Student Roster. The new Class folder will be listed below the Classroom Teacher. Continue these steps to create folders for each class for each Classroom Teacher.

Modify a Folder

Using Internet Explorer: To modify an existing folder, right-click on the name of the folder and then select **View/Edit**.

Using Netscape and Mozilla/Firefox: To modify an existing folder, select the folder you need to modify and then click once on the **Edit Selected Group** button at the bottom of the Student Roster.

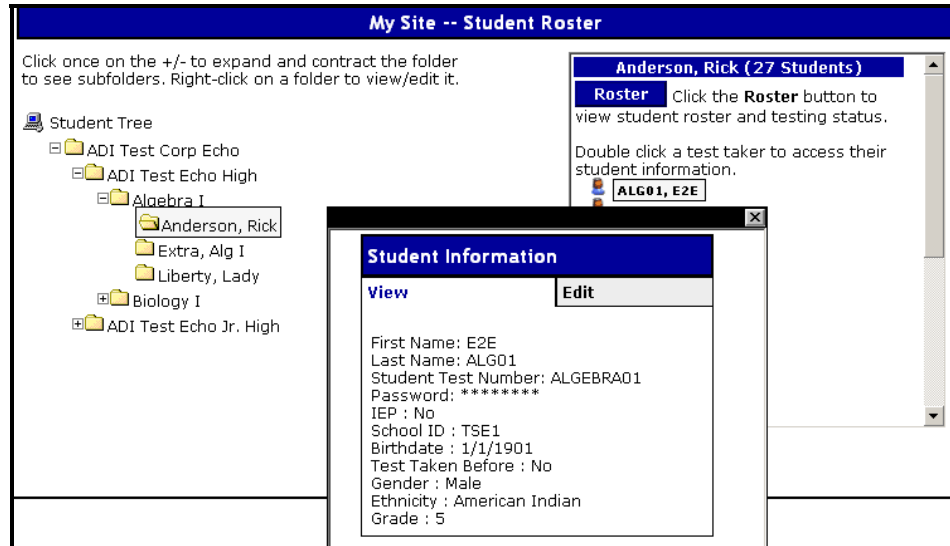
When making this selecting, a window will display with the options to Delete, Cancel, or Update the folder.



Button	Functionality
Delete	Click once on Delete to delete the folder selected. <i>Note: A folder cannot be deleted if any students are registered to the folder.</i>
Cancel	Click on Cancel to make no changes and return to the student roster.
Update	Update will save any changes made to the folder name and return the user to the Student Roster.

View Students Profile

To view the profile of a student, click once on the folder with the name of the teacher/class with whom the student is registered. A list of students for that teacher/class folder will display on the right side of the Student Roster. When the name of the student is found, either double-click on the name of the student, or right-click on the student's name and click on **View** to view the student's profile.



The available fields that can be edited are:

- First Name
- Last Name
- IEP
- Birthdate
- Test Taken Before
- Gender
- Ethnicity
- Grade
- Accommodation fields

To edit student information click on the **Edit** tab.

Fields that should **not** be edited are:

- Student Test Number
- Password
- School ID

Student Roster Report

From the student roster, a Student Roster Report is available to make it easier to monitor the students who have registered as well as student testing status.

To view the student roster report:

1. From the student roster page, click once on the teacher or class folder you wish to view.
2. To the right of the folder, you will see all students registered to that folder on the right-hand side of the page.
3. Above the student names, you will see a **Roster** button.
4. Click once on **Roster**.
5. A new window will open with student information.

All students listed have been registered to the respective teacher/class. Students will be listed by First Name, Last Name and Student Test Number.

To the right of each student name will be two columns; Session 1 Status and Session 2 Status

Field Entry	Description
Blank	Session has not been started
IN Progress	Student has started session but not completed
Complete	Student has completed the test session

A student must complete both test sessions in order for the student to be considered valid and receive a score.

Student Roster Report				
Print Report		Download Data		
Corporation: ADI Test Corp Echo School: ADI Test Echo High Subject: Algebra I Teacher/Class: Anderson, Rick Test Administration: A1 Winter 2008 12-02-2007 / 17:23:55				
School Test Number for all students: TSE1				
First Name	Last Name	Student Test Number	Session 1 Status	Session 2 Status
E2E	ALG01	ALGEBRA01	Complete	Complete
E2E	ALG02	ALGEBRA02	Complete	Complete
E2E	ALG03	ALGEBRA03	Complete	Complete
E2E	ALG04	ALGEBRA04	Complete	Complete
E2E	ALG05	ALGEBRA05	Complete	Complete
E2E	ALG06	ALGEBRA06	Complete	Complete
E2E	ALG07	ALGEBRA07	Complete	Complete
E2E	ALG08	ALGEBRA08	Complete	Complete
E2E	ALG12	ALGEBRA12		Complete
E2E	ALG11	ALGEBRA11	Complete	
E2E	ALG13	ALGEBRA13	In Progress	In Progress

Administrators

View Teacher Profiles (Obtain login information)

STCs are responsible for viewing each teacher profile, record the username/password information, and distribute the login information to each teacher administering the Core 40 ECA. Instructions on how to view a teacher profile is below.

Teachers included in the IDOE Data Collection file or who were created during previous administrations will already have a profile.

1. From the Welcome page, click once on **Administrators** located to the right of **Students** on the menu bar in the upper left-hand corner of your screen.
2. A listing of all School Test Coordinators assigned during the CTC registration process will be displayed in the menu. Move your mouse down the list of School Test Coordinators until you come to the name of the School Test Coordinator who is affiliated with the school where you need to add a new classroom teacher.
3. When the name of the School Test Coordinator is highlighted, a submenu that reads, **"Create New Classroom Teacher Administrator"** with a list of all existing teacher profiles in alphabetical order.
4. Move your mouse over to the name of the teacher
5. Click once on the teacher's name and the profile for that teacher will display with.

The screenshot displays the Indiana Core 40 Assessment web interface. At the top, there is a navigation bar with links for Home, My Profile, and Logout. Below this is a menu bar with tabs for Students, Administrators, Reports, Registration, and Help. The Administrators tab is selected, showing a list of School Test Coordinators: number1, webcast, OSCAR, OLGA, and OSCAR, OZZY. The OSCAR, OLGA entry is highlighted, and a submenu is open showing the option to 'Create Classroom Teacher Administrator'. Below this, the 'View Classroom Teacher' window is displayed, showing the 'Personal Profile' tab. The profile details for the user OLGA OSCAR are shown, including their username (OLGAOSCAR) and password (5D420EB8). There are also fields for Email, Phone, and Fax, and buttons for Delete, Cancel, and Edit.

User	
* First Name :	OLGA
* Last Name :	OSCAR
* Username :	OLGAOSCAR
* Password :	5D420EB8
* Confirm Password:	5D420EB8

Custom Fields	
Email :	
Phone :	
Fax :	

Buttons: Delete, Cancel, Edit

Create a New Classroom Teacher

The Administrators menu on the grey menu bar in the upper left-hand corner of the Core 40 End-of-Course Assessment site allows School Test Coordinators to create new Classroom Teachers/Examiners for a school. (*School Test Coordinators should not allow Teachers/Test Examiners to use the STC login/ password at any time.*)

1. From the Welcome page, click once on **Administrators** located to the right of **Students** on the menu bar in the upper-left hand corner of your screen.
2. A listing of all Classroom Teachers who have a folder on the Student Roster will be displayed in the menu. Above the list of Classroom Teachers is an option that reads, **“Create New Classroom Teacher Administrator.”**
3. Click once on **“Create New Classroom Teacher Administrator.”**
4. You will see the first step of a two-step process to create a new Classroom Teacher.

The screenshot shows a web form titled "New Classroom Teacher" with two tabs: "Personal Profile" (selected) and "Student Tree". Below the tabs, there is instructional text: "Enter the new administrator's profile information. When complete click 'Next' to continue." and a note: "* indicates a required field". The form is divided into two sections: "User" and "Custom Fields". The "User" section contains five required fields: First Name, Last Name, Username, Password, and Confirm Password. The "Custom Fields" section contains three optional fields: Email, Phone, and Fax. At the bottom of the form are "Cancel" and "Next" buttons.

User	
* First Name :	<input type="text"/>
* Last Name :	<input type="text"/>
* Username :	<input type="text"/>
* Password :	<input type="password"/>
* Confirm Password:	<input type="password"/>

Custom Fields	
Email :	<input type="text"/>
Phone :	<input type="text"/>
Fax :	<input type="text"/>

5. Step 1 involves entering the “Personal Profile” information for the Classroom Teacher. After completing this step, click on **Next** to go to Step 2, “Student Tree.”
6. The Student Tree tab is where you will select in which content area(s) this Classroom Teacher will be administering tests.
7. To make a selection, **click once on the first content area** this Classroom Teacher will be testing. Your selection will be highlighted.
8. If the Classroom Teacher will be testing an additional content area, hold the **Ctrl** key down on your keyboard and **click once with your mouse** on the additional content area. The second content area will be highlighted.

Personal Profile	Student Tree
<p>Using your mouse - click once on the subject you wish this new administrators user to have access to.</p> <p>If you need to select both subjects, press and hold the Ctrl key on your keyboard and then use your mouse to select both subjects.</p> <p>By completing this step;</p> <ul style="list-style-type: none"> * an administrator account will have been created * a folder will be created on the student tree listed by the administrators last name, first name below the subject(s) selected. <p>Click Submit when you are done to complete this process.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> Algebra I Algebra II Biology I English 11 </div> <div style="text-align: center; margin-top: 10px;"> <div style="background-color: blue; color: white; padding: 5px 15px; border: none; cursor: pointer;">Submit</div> </div>	

9. Continue selecting content areas until all content areas the Classroom Teacher will be testing are highlighted.
10. When you have selected all content areas this Classroom Teacher will be testing, click once on **Submit**.

Clicking once on **Submit** will perform two actions:

- Establish an administrator account for the new Classroom Teacher; and
- Create a folder on the Student Roster below each content area selected on the Student Tree tab. The folder will have the name of the Classroom Teacher. The folder name will appear by Last Name, First Name (as entered in the profile).

A folder for each Classroom Teacher who will be testing students **MUST** appear in the Student Roster in order for the students to complete their registration process. Any teacher who will be testing students and who does not have a folder on the Student Roster must have a Classroom Teacher account set up to establish a folder.

Delete a Teacher

In the event a teacher is listed in the Student Roster and will not be testing his or her students, you should delete the Classroom Teacher folder to avoid confusing the students during the Student Registration process.

1. From the Welcome page, click once on **Administrators** located to the right of **Students** on the menu bar in the upper-left hand corner of your screen.
2. A list of all Classroom Teacher Administrators who have a profile set up will be displayed in the menu.
3. Move your mouse down the menu until the name of the Classroom Teacher who will not be testing/needs to be deleted.
4. Click once on the teacher's name with the right mouse button.
5. The profile of the Classroom Teacher will be displayed. Three options will be available: Delete, Cancel, and Edit.

6. Click once on the **Delete** button.
7. You will receive a message prompt which reads, "Are you sure you wish to delete the administrator?" You have the option to select Cancel or Delete.
8. Click once on **Delete**.
9. You will receive a confirmation prompt that reads, "Administrator Deleted."
10. Click once on **OK** to clear the prompt.

When deleting an administrator, two things take place:

- Classroom Teacher profile is removed.
- Classroom Teacher folder and any related class folders are removed.

NOTE: You cannot delete a Classroom Teacher folder if a student is already registered to the Classroom Teacher.

Edit a Teacher

Follow the steps below to edit a Classroom Teacher profile.

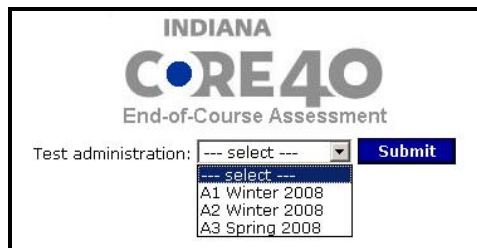
1. From the Welcome page, click once on **Administrators** located to the right of **Students** on the menu bar in the upper-left hand corner of your screen.
2. A list of all Classroom Teacher Administrators who have a profile set up will be displayed in the menu.
3. Move your mouse down the menu to the name of the Classroom Teacher who needs to be edited.
4. Click the teacher's name once with the right mouse button.
5. The profile of the Classroom Teacher will be displayed. Three buttons will be available for you to select: Delete, Cancel, and Edit.
6. Click once on the **Edit** button.
7. An editable profile page will be displayed. Change any information for the Classroom Teacher.
8. If you need to edit the content area that the Classroom Teacher is testing, click once on the **Student Tree** tab on the Classroom Teacher profile.
9. The available content areas will be displayed with the current content area(s) highlighted. Click once on a different content area to change the assignment, or hold the **Ctrl** key on your keyboard and click once with your mouse to select an additional content area for this Classroom Teacher to test.
10. Click on **Update** to save your changes.

Test Zone

The Test Zone menu on the grey menu bar of the Core 40 End-of-Course Assessment site is the essential page for School Test Coordinators to manage the details of the test administration. *(School Test Coordinators should not allow Teachers/Test Examiners to use the STC login/password at any time.)*

To access the **Test Zone** page, a test administration must be selected.

1. Click once on the **Test Zone** menu at the top of the screen.
2. A dropdown menu will be displayed showing the available Test Administrations.



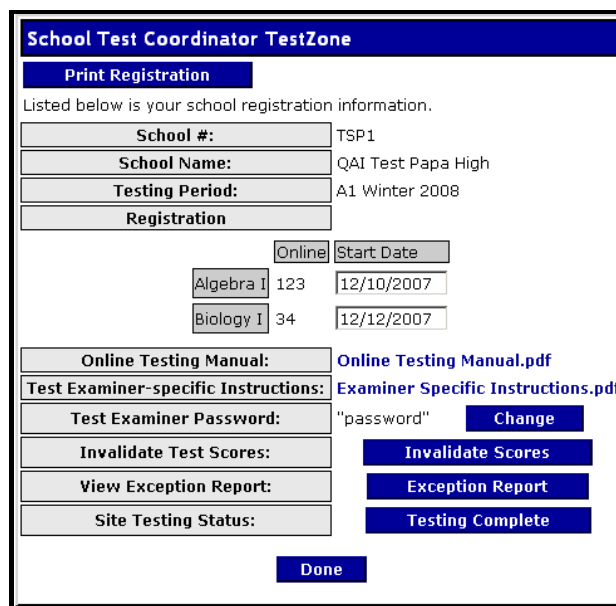
INDIANA
CORE40
End-of-Course Assessment

Test administration: --- select --- **Submit**

- select ---
- A1 Winter 2008
- A2 Winter 2008
- A3 Spring 2008

3. Move your mouse down the menu and click once on the test administration you need to access.
4. Click once on **Submit** to make your selection. The Test Zone page will display below.

The Test Zone menu option will display an area for the School Test Coordinators similar to the one below.



School Test Coordinator TestZone

Print Registration

Listed below is your school registration information.

School #:	TSP1		
School Name:	QAI Test Papa High		
Testing Period:	A1 Winter 2008		
Registration			
	Online	Start Date	
Algebra I	123	12/10/2007	
Biology I	34	12/12/2007	
Online Testing Manual:	Online Testing Manual.pdf		
Test Examiner-specific Instructions:	Examiner Specific Instructions.pdf		
Test Examiner Password:	"password"		Change
Invalidate Test Scores:	Invalidate Scores		
View Exception Report:	Exception Report		
Site Testing Status:	Testing Complete		
Done			

Descriptions of the fields that you will see in the Test Zone are below:

Field Name	Functionality
School #	The School # is the school ID number assigned by the Department of Education.
School Name	The School Name is the name that corresponds with the School ID # at the Indiana Department of Education.
Testing Period	The name of the test administration period you selected.
Registration - Subject name	The estimated number of students who will be taking each content area test in the school is listed here. This was defined by the CTC during the registration process.
Registration - Online/Paper	This field identifies the number of students that were expected to use the respective method of testing (Online/Paper) for the test administration
Registration - Start Date	<p>This field indicates the earliest date that testing can begin at the school. Tests will be available for students at the school from this date until the end of the test administration or when the School Test Coordinator indicates Testing Complete (whichever comes first).</p> <p>This date can be changed until testing starts at the school. Once a test is started, this field cannot be edited.</p>
Online Testing Manual	The Online Testing Manual.pdf link will open a new window and display the administrator manual. It is the same manual that can be downloaded from the Help menu.
Teacher/Test Examiner-specific Instructions	The Examiner Specific Instructions.pdf link will open a new window and display Teacher/Test Examiner-specific instructions for testing day. This information is also in the <i>Examiner</i> section of this manual.
Test Examiner Password	The Test Examiner Password is required in order for students to login <i>if</i> the student has transferred locations or if they are a new student. This password should be given to the Test Examiner before testing day.
Invalidate Test Scores	Invalidate Test Scores will allow a student's or group of students' scores to be invalidated based on a report from the Teacher/Test Examiner.
View Exception Report	The Exception Report displays all students who needed the Teacher/Test Examiners authorization to access the testing site due to special circumstances.
Site Testing Status	Testing needs to be completed by all teachers/classes at the school and all Exceptions must be cleared before scoring can begin. Click once on Testing Complete and enter the date all testing is complete at the school.

The Print Registration button allows you to save or print the Test Zone page.

Invalidate Test Score

To invalidate a student's test, select **Invalidate Test Score**. The Student Roster tree will be displayed with the name of the school and the teachers and classes listed below.

1. Expand the tree to locate the student's score that needs to be invalidated (either a Classroom Teacher or Class folder).
2. Click on either the Classroom Teacher folder or the Class folder.
3. Select the Student you wish to Invalidate from the drop down menu above.
4. Click on the Student Test Session that needs to be invalidated.
5. Click once on **Update** to save this information.
6. Continue this process as needed until testing is complete at the school.

View Exception Report

The Exception Report displays all students who entered the testing area with the test examiners' approval.

Teachers/Test Examiners may have allowed the student(s) to proceed for the following reasons:

1. The student has a valid Student Testing Number, but his/her School ID# differed from what was in the database.
2. The student is a new student who does not have a valid Student Testing Number.
3. The Student Testing Number that was entered was not in the database; however, the student had a valid Student Testing Number and should take the test.

New Student Record

The example below shows a student who attempted to login with an invalid Student Test Number. The information used upon entry appears on the left side of the page. The information the student entered into the profile appears on the right side of the page.

Exception Report: 2 records to review	
If you are unable to clear a record from the Exception Report because the information is inaccurate, call support at 1-877-IC40-ECA (1-877-424-0322).	
Attempted login record	Test Examiner Override: New Student Record
Student Test Number: TSA500006	Student Test Number: TSA500006 Change
Login School: ADI Test Alpha High	School: ADI Test Alpha High
Preload School: None	
Birthdate: None	Birthdate: 1/1/1901
Gender: None	Gender: Female
Ethnicity: None	Ethnicity: American Indian
	First Name: A
	Last Name: AA
Test Examiner Comment:	
<input type="checkbox"/> This information is correct	
Finish Later Continue	

If the Student Test Number is not valid, the Student Test Number can be changed and updated. This may be useful when:

- a number was entered in error and does NOT actually correspond with a new student; or

- a student is new to the school and does not have a Student Test Number. An arbitrary number can be assigned to allow the student to login and take the test.

Below the student information is an area that will display any examiner comments made on testing day. Examiners will be directed during training to enter comments in the area that will make evaluating the exception report easier for School Test Coordinators.

When the review of the student record is complete, click once in the box to the left of “This information is correct,” and click on **Continue**.

After making these selections, the student has been cleared and will no longer appear on the Exception Report.

Click once on **Continue** to go to the next student record without clearing the previous student.

Click once on **Finish Later** to review the exception report at a later time.

Update School

If a student enters the testing site with a valid Student Test Number but has a School ID# different from the original registration, this will appear on the Exception Report.

The page will look similar to the one below.

Exception Report: 4 records to review																															
If you are unable to clear a record from the Exception Report because the information is inaccurate, call support at 1-877-IC40-ECA (1-877-424-0322).																															
<table border="1"> <thead> <tr> <th colspan="2">Attempted login record</th> </tr> </thead> <tbody> <tr> <td>Student Test Number:</td> <td>TSA200001</td> </tr> <tr> <td>Login School:</td> <td>ADI Test Alpha High</td> </tr> <tr> <td>Preload School:</td> <td>ADI Test Alpha Jr. High</td> </tr> <tr> <td>Birthdate:</td> <td>1/1/1990</td> </tr> <tr> <td>Gender:</td> <td>Female</td> </tr> <tr> <td>Ethnicity:</td> <td>White</td> </tr> </tbody> </table>	Attempted login record		Student Test Number:	TSA200001	Login School:	ADI Test Alpha High	Preload School:	ADI Test Alpha Jr. High	Birthdate:	1/1/1990	Gender:	Female	Ethnicity:	White	<table border="1"> <thead> <tr> <th colspan="2">Test Examiner Override: School Updated</th> </tr> </thead> <tbody> <tr> <td>Student Test Number:</td> <td>TSA200001</td> </tr> <tr> <td>School:</td> <td>ADI Test Alpha High</td> </tr> <tr> <td>Birthdate:</td> <td>1/1/1990</td> </tr> <tr> <td>Gender:</td> <td>Female</td> </tr> <tr> <td>Ethnicity:</td> <td>White</td> </tr> <tr> <td>First Name:</td> <td>Change</td> </tr> <tr> <td>Last Name:</td> <td>Schools</td> </tr> </tbody> </table>	Test Examiner Override: School Updated		Student Test Number:	TSA200001	School:	ADI Test Alpha High	Birthdate:	1/1/1990	Gender:	Female	Ethnicity:	White	First Name:	Change	Last Name:	Schools
Attempted login record																															
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School:	ADI Test Alpha High																														
Birthdate:	1/1/1990																														
Gender:	Female																														
Ethnicity:	White																														
First Name:	Change																														
Last Name:	Schools																														
Test Examiner Comment:																															
<input type="checkbox"/> This information is correct																															
<div> <div>Finish Later</div> <div>Continue</div> </div>																															

The Student Test Number and Login School the student used when logging into the testing site will appear on the left side of the report. Below the Login School, the school to which the student was registered will be displayed.

Review the student record information and any comments that appear.

Once this information has been verified as correct, click once in the box to the left of “This information is correct.”

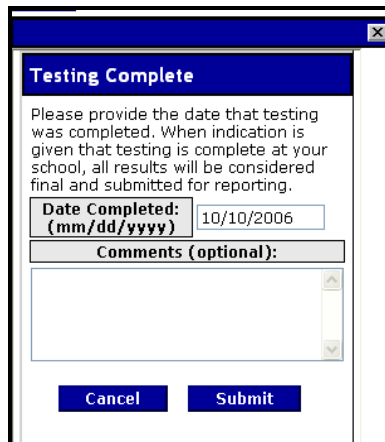
Click on **Continue** to advance to the next student record.

Click on **Finish Later** to resume the Exception Report at a later time.

Site Testing Status

School Test Coordinators must indicate when the school has completed testing.

Please note: All students must be cleared from the Exception Report before you can indicate Testing Complete for your school.

A screenshot of a 'Testing Complete' dialog box. The title bar is blue with the text 'Testing Complete' and a close button. The main area has a blue header with the same text. Below the header, there is a paragraph of text: 'Please provide the date that testing was completed. When indication is given that testing is complete at your school, all results will be considered final and submitted for reporting.' Below this text is a label 'Date Completed: (mm/dd/yyyy)' next to a text input field containing '10/10/2006'. Below the input field is a label 'Comments (optional):' next to a large, empty text area with a vertical scrollbar. At the bottom of the dialog box are two buttons: 'Cancel' and 'Submit'.

1. Click once on **Testing Complete** on the Test Zone menu.
2. Click once in the **Date Completed** field and type the date testing was completed.

A comment field has been provided to communicate any information about the testing process.

Testing Complete must be selected in order for testing information to be compiled for reporting.

Reports

Reports will be available at the School level once all teachers in your school have completed testing and the STC has indicated "Testing Complete." Any schools that are not testing must have "School NOT Testing" selected on the CTC registration page to avoid delaying the release of reporting summary information at the Corporation level.

Reports available on the *Questar* Core 40 ECA administrative site are:

- Corporation Summary Report
- School Summary Report
- Class Report
- Individual Student Report

To access score reports:

1. Click once on the **Reports** menu at the top of the screen.
2. A menu of the reports available to your administrative level will be listed. This includes reports from past administrations where testing was completed.
3. Move your mouse through the reports menu and click once to select the report you wish to view.
4. The report will be displayed.

An example of a Corporation Summary Report is below. Key functional elements described below are available at all levels.

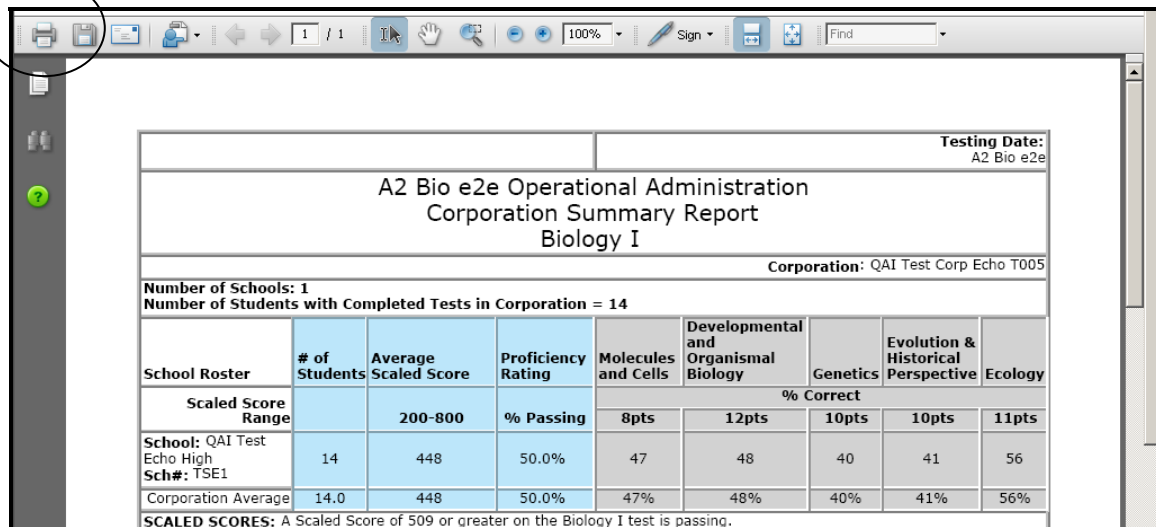
- Print Report – available at all levels
- Download Data – available at all levels
- Link to other level reports – available at all levels

Print Report		Download Data		Testing Date: A2 Bio e2e				
A2 Bio e2e Operational Administration Corporation Summary Report Biology I								
Corporation: QAI Test Corp Echo T005								
Number of Schools: 1 Number of Students with Completed Tests in Corporation = 14								
School Roster	# of Students	Average Scaled Score	Proficiency Rating	Molecules and Cells	Developmental and Organismal Biology	Genetics	Evolution & Historical Perspective	Ecology
Scaled Score Range		200-800	% Passing	% Correct				
				8pts	12pts	10pts	10pts	11pts
School: QAI Test Echo High Sch#: TSE1	14	448	50.0%	47	48	40	41	56
Corporation Average	14.0	448	50.0%	47%	48%	40%	41%	56%
SCALED SCORES: A Scaled Score of 509 or greater on the Biology I test is passing.								

Print Report

A Print Report button appears in the upper left-hand corner of each report. When selecting this button, the report will open in a frame on the page where you can Save or Print the report. To return to the original view of the report, click on the **Back** button on your browser.

Click on the Printer icon to print the report
Click on the diskette icon to save the report



A2 Bio e2e Operational Administration Corporation Summary Report Biology I				Testing Date: A2 Bio e2e				
Corporation: QAI Test Corp Echo T005								
Number of Schools: 1								
Number of Students with Completed Tests in Corporation = 14								
School Roster	# of Students	Average Scaled Score	Proficiency Rating	Molecules and Cells	Developmental and Organismal Biology	Genetics	Evolution & Historical Perspective	Ecology
Scaled Score Range		200-800	% Passing	8pts	12pts	10pts	10pts	11pts
School: QAI Test Echo High Sch#: TSE1	14	448	50.0%	47	48	40	41	56
Corporation Average	14.0	448	50.0%	47%	48%	40%	41%	56%

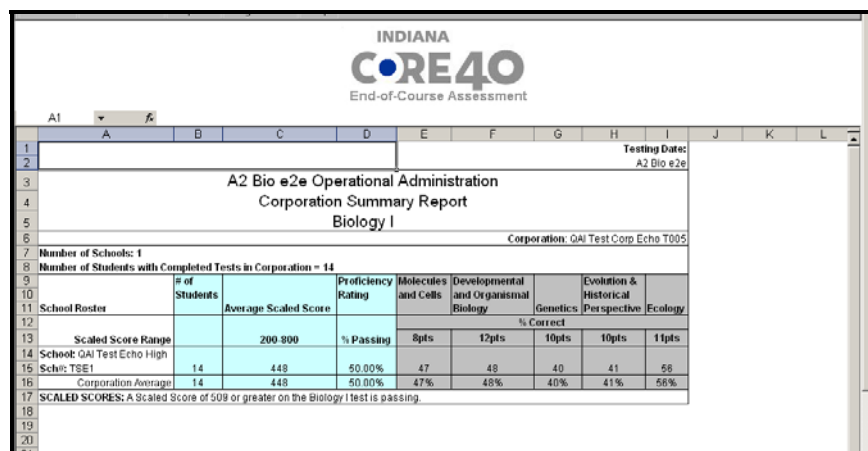
SCALED SCORES: A Scaled Score of 509 or greater on the Biology I test is passing.

Download Data

If you wish to download the data of the report you are viewing to an Excel spreadsheet, click once on the **Download Data** button located in the upper left-hand corner of the report next to the Print Report button. After making this selection, you will be prompted to open or save the file.

- Save** – will ask you to find the location on your computer to save the file. After locating where you wish to store the file, click once on **Save**.
- Open** – will open the report you are viewing in an Excel file format within a webpage.

An example of the data, when it is opened in the browser, is below:



INDIANA CORE40 End-of-Course Assessment				Testing Date: A2 Bio e2e				
A2 Bio e2e Operational Administration Corporation Summary Report Biology I								
Corporation: QAI Test Corp Echo T005								
Number of Schools: 1								
Number of Students with Completed Tests in Corporation = 14								
School Roster	# of Students	Average Scaled Score	Proficiency Rating	Molecules and Cells	Developmental and Organismal Biology	Genetics	Evolution & Historical Perspective	Ecology
Scaled Score Range		200-800	% Passing	8pts	12pts	10pts	10pts	11pts
School: QAI Test Echo High Sch#: TSE1	14	448	50.00%	47	48	40	41	56
Corporation Average	14	448	50.00%	47%	48%	40%	41%	56%

SCALED SCORES: A Scaled Score of 509 or greater on the Biology I test is passing.

The file you have opened or saved is available to be used in MS Excel. To return to the original view of the report, click the **Back** button on your browser.

Link to Other Report Levels

From each report level, there will be links to reports at a different level. This will vary by your role in the Core 40 ECA program. A description of the reports available to each role is below:

The following indicates the level(s) of reporting available based on the administrative role:

- **Corporation Test Coordinator** – may view reports for Corporation, Schools, Classes (Teachers/Class), and Individual Student Reports.
- **School Test Coordinators** – may view reports for Schools, Classes (Teachers/Class), and Individual Student Reports.
- **Teachers** – may view reports for Classes (Teacher/Class) and Individual Student Reports.

Administrators can click on links within the reports they are viewing to access other reports from the same login. These links display on the report in **blue text**.

The Corporation Summary Report is the highest level report available to the CTC. In the example below, a CTC administrator can link from the Corporation Summary Report to the School Summary report by clicking once on blue text that reads **QAI Test Echo High**.

Print Report		Download Data		Testing Date: A2 Bio e2e				
A2 Bio e2e Operational Administration Corporation Summary Report Biology I								
Corporation: QAI Test Corp Echo T005								
Number of Schools: 1 Number of Students with Completed Tests in Corporation = 14								
School Roster	# of Students	Average Scaled Score	Proficiency Rating	Molecules and Cells	Developmental and Organismal Biology	Genetics	Evolution & Historical Perspective	Ecology
Scaled Score Range		200-800	% Passing	% Correct				
				8pts	12pts	10pts	10pts	11pts
School: QAI Test Echo High Sch#: TSE1	14	448	50.0%	47	48	40	41	56
Corporation Average	14.0	448	50.0%	47%	48%	40%	41%	56%
SCALED SCORES: A Scaled Score of 509 or greater on the Biology I test is passing.								

Upon making this selection, the School Summary Report for QAI Test Echo High school will display. The School Summary report is the highest level report available to the School Test Coordinator (STC). From this report, administrators can link to the Class report by clicking on the name of the teacher/class for which they wish to review the Class report.

Print Report		Download Data		Testing Date: A2 Bio e2e				
A2 Bio e2e Operational Administration School Summary Report Biology I								
Number of Classes = 1 Number of Students with Completed Tests in School = 14				School: QAI Test Echo High TSE1 Corporation: QAI Test Corp Echo T005				
Class Roster	# of Students	Average Scaled Score	Proficiency Rating	Molecules and Cells	Developmental and Organismal Biology	Genetics	Evolution & Historical Perspective	Ecology
Scaled Score Range		200-800	% Passing	% Correct				
				8pts	12pts	10pts	10pts	11pts
Teacher: Takus, Bruce Class: Takus, Bruce	14	448	50.0%	47	48	40	41	56
School Average	14.0	448	50.0%	47%	48%	40%	41%	56%
SCALED SCORES: A Scaled Score of 509 or greater on the Biology I test is passing.								

Selecting the link for **Takus, Bruce** will display the Class report for this teacher. The Class Report is the highest level report available to the Teacher/Test Examiner.

Print Report		Download Data		Testing Date: A2 Bio e2e				
A2 Bio e2e Operational Administration								
Class Report								
Biology I								
Teacher: Takus, Bruce Class: Takus, Bruce			School: QAI Test Echo High TSE1 Corporation: QAI Test Corp Echo T005					
Number of Students with Completed Tests = 14								
Student Name	Scaled Score	Proficiency Rating	Molecules and Cells	Developmental and Organismal Biology	Genetics		Evolution & Historical Perspective	Ecology
					% Correct			
Scaled Score Range	200-800	Pass/Did Not Pass	8pts	12pts	10pts	10pts	11pts	
Lacy, Sue STN: TSE100001	**	INV	***	***	***	***	***	***
QA001, A2 BIO STN: A2B100001	633	Pass	100	67	60	90	73	
QA003, A2 BIO STN: A2B100003	800	Pass+	100	100	100	100	100	
QA004, A2 BIO STN: A2B100004	200	Did not pass	0	0	0	0	0	
QA013, A2 BIO STN: A2B100013	**	INV	***	***	***	***	***	***
QA014, A2 BIO STN: A2B100014	200	Did not pass	0	17	10	20	27	
QA015, A2 BIO STN: A2B100015	200	Did not pass	25	33	20	0	9	
QA016, A2 BIO STN: A2B100016	200	Did not pass	25	8	0	20	36	
QA017, A2 BIO STN: A2B100017	341	Did not pass	50	17	30	20	27	
QA019, A2 BIO STN: A2B100019	200	Did not pass	0	0	0	0	0	
QA021, A2 BIO STN: A2B100021	514	Pass	25	67	50	40	73	
QA022, A2 BIO STN: A2B100022	507	Did not pass	25	67	40	50	64	
QA023, A2 BIO STN: A2B100023	651	Pass+	88	75	80	60	100	
QA024, A2 BIO STN: A2B100024	643	Pass	100	75	60	60	100	
QA025, A2 BIO STN: A2B100025	667	Pass+	100	75	60	80	100	
QA026, A2 BIO STN: A2B100026	522	Pass	25	67	50	40	82	
Class Average	448	50.0%	47%	48%	40%	41%	56%	
School Average	448	50.0%	47%	48%	40%	41%	56%	
SCALED SCORES: A Scaled Score of 509 or greater on the Biology I test is passing.								
INV: Scores are invalid because of local test invalidation or both sessions were not completed. These students are not included in the calculation of averages.								
NOTE: The Class and School Average associated with the Proficiency Rating category is composed of the total number of students with a Proficiency Rating of Pass.								

From the Class report, administrators can access Individual Student Reports by clicking on the name of the student which appears as a link from this report.

Print Report

Print All Report

INDIANA

CORE40

End-of-Course Assessment

Spring 2007

A

Student Report for
AUSTEN, KATE

STN:

990407503

Test Date:

A3 Spring 2007

Subject:

Biology I

Corporation:

IDOE

School:

IDOE - BIOLOGY 1 HS

Teacher:

LOST

Indiana Core 40 ECA Academic Standards
The Indiana Academic Standards describe what students should know and be able to do in English/Language Arts, Mathematics, and Science. This ECA was created to measure whether students have learned what they are expected to know and be able to do upon completing the respective course.

Biology I Proficiency Rating:

B

Pass

Student Score: 637

637

Score range:
Min, Max, Passing
200 - 800, 509

200

509

pass

800

This student's score is **637** in Biology I, which means he/she passed the Biology I Core 40 ECA.

C	Biology I Reporting Category	Percent Correct
	Molecules and Cells	100%
	Developmental and Organismal Biology	0%
	Genetics	100%
	Evolution and Historical Perspective	100%
	Ecology	100%

Biology I

This student passed the Core 40 ECA test in Biology I. The test results show that Molecules and Cells, Genetics, Evolution & Historical Perspective, and Ecology may be strengths for this student.

Purpose
This report provides information on this student's achievement of the Indiana Core 40 ECA. From this report, it is possible to determine if a student has demonstrated knowledge of the standards for this course with a passing score. A student's teacher can also show classroom work and other test results that provide evidence of this student's progress.

Student Report Information

- A** Identifies student name, demographic information, corporation, school, and teacher/class.
- B** Displays student performance relative to Indiana's Academic Standards for the content area tested.
- C** Shows student's percent correct for each reporting category.
- D** Lists the student's areas of strength and weakness.

At the top of the Individual Student Report are two buttons which allow you to print the report.

- **Print Report** – this will print the individual report you are currently viewing
- **Print All Reports** – this will generate a batch print job of all students in the class this student belongs to.

To return to the Class Roster Report view, click once on the **Back** button on your browser.

Pending Status

If at any time reports indicate **Pending** in place of data, this indicates testing is not complete and therefore summary data cannot be displayed. If you are viewing this at the STC level, and you know testing has been completed at your location, please be sure you have logged into the *Questar* Core 40 ECA Administrative interface and indicated **Testing Complete** from the **Test Zone** menu.

If your Corporation has not completed testing, **Pending** will continue to display on the reports until testing is complete and that indication has been made.

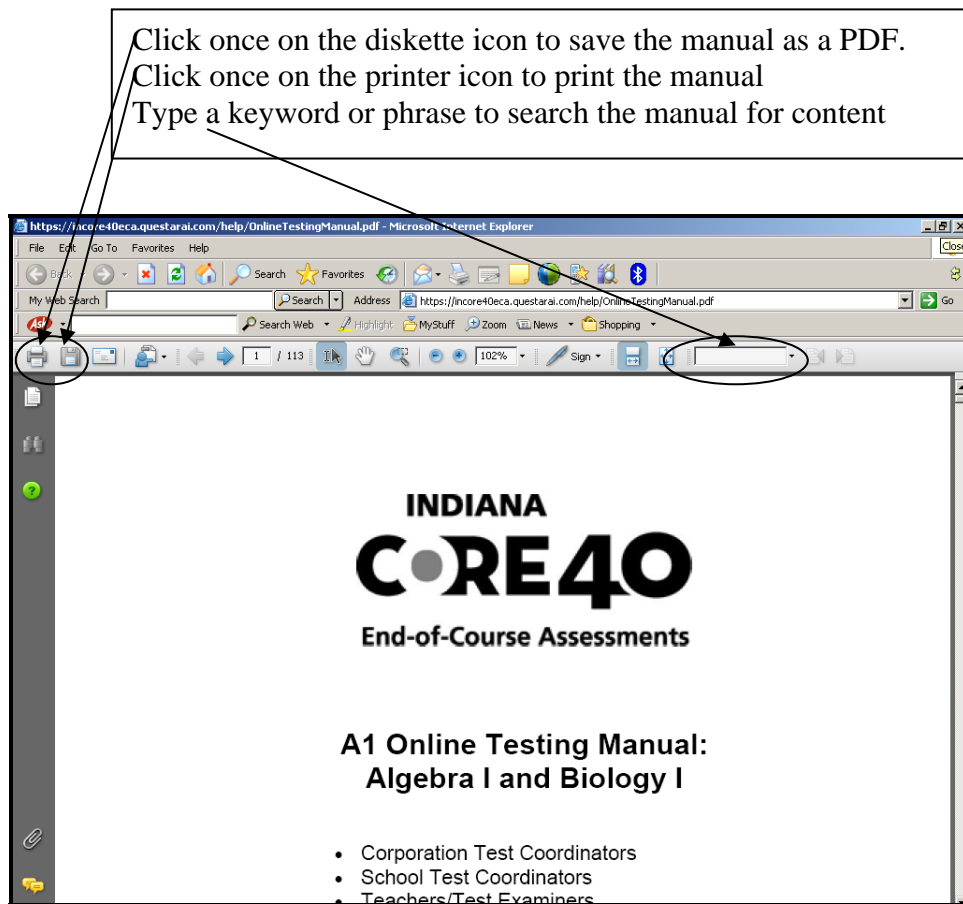
Help

The Help menu has been designed to provide information needed to administer the Core 40 End-of-Course Assessment Online. Four different help options are available:

- Core 40 Online Testing Manual (PDF format)
- Paper-and-Pencil Administration Manuals (PDF by subject) (Spring administration only)
- E-mail Support

Core 40 ECA Online Testing Manual PDF Manuals

When the Test Coordinator's Manual is selected from the **Help** menu, a new browser window will open containing the selected manual. This manual provides you with options to print, save as a PDF or search.



E-mail Support

When this menu option is selected, an outgoing e-mail window will be displayed with the Core 40 Technical Support e-mail address in the "To:" field. You will be able to send questions and comments to the Technical Support Desk.

Chapter 4

Teachers

In This Chapter

- Teacher Checklist
- Assistance
- Access the Core 40 End-of-Course Assessment Online
- Navigating the Core 40 End-of-Course Assessment Site
- Students
- Reports
- Help

Teacher Checklist

The Teacher Activities PRIOR to Test Administration

- ☐ Read and become familiar with the *Teacher* section of this manual.
- ☐ Participate in a Web training.
- ☐ Create class folders (if applicable).
- ☐ Locate the test examiner password and have it available for each test administration.

The Teacher/Test Examiner has additional activities that are necessary during this online administration. Please read the *Teacher/Test Examiner* section of this manual for further directions.

Assistance

If assistance is needed at any time during the Core 40 End-of-Course Assessment Online program, please contact:

Core 40 End-of-Course Assessment Related Questions and General Information:

IDOE's ECA Help Desk
Phone 1-317-232-9050
E-mail: eca@doe.state.in.us

Questar Online Technology or Paper-and-Pencil Testing Related Questions:

Phone: 1-877-IC40-ECA (1-877-424-0322)
E-mail: Core40support@questarai.com

Core 40 End-of-Course Assessment Web Site:

www.doe.state.in.us/core40eca

Access the Core 40 End-of-Course Assessment Online

Before beginning to use the Core 40 End-of-Course Assessment Online system, all Teachers/Test Examiners must have an administrative username and password. The School Test Coordinators will provide this information.

Administrator Requirements

- **Operating system:** Corporation, School Test Coordinators and Teachers can be accessed using Windows or Macintosh platform.
- **Windows OS - Internet Browser:** The administrative interface can be accessed with Internet Explorer 5.5 or higher, Netscape 7.1, Mozilla 1.70 or greater and Firefox 1.0.
- **Macintosh OS - Internet Browser:** The administrative interface can be accessed with Safari 1.2 or higher, Netscape 7.1 or greater, Mozilla 1.70 or greater and Firefox 1.0 greater.
- **Connection speed** should be 128Kb or greater.

Cookies

- 1st party session cookies must be enabled on administrative and student workstations in order to access the online site.

After receiving the login information, follow the directions below to begin using the Core 40 End-of-Course Assessment Online system:

1. Open your Internet browser.
2. Click once in the **Address** field of the browser window.
3. Type the Web address: INcore40eca.questarai.com/admin.
4. Press **Enter** on the keyboard.
5. You will advance to the administrative login page for the site.
6. Type your username in the **Username** field.
7. Type your password in the **Password** field.
8. Click once on **Login**.



The screenshot shows the login interface for the Indiana Core 40 End-of-Course Assessment. At the top, it says "INDIANA CORE40 End-of-Course Assessment". Below this is a box titled "Administrator Login". Inside this box, there are two input fields: "Username:" and "Password:". Below the "Password:" field is a blue button labeled "Login".

Navigating the Core 40 End-of-Course Assessment Site

Below is an explanation of the menu options available when logging on to the Core 40 End-of-Course Assessment program.

Black Menu Bar

Menu	Functionality
Home	Home will return you to the Welcome Page.
My Profile	My Profile allows you to edit your profile information. Your profile includes First Name, Last Name, Username, Password, E-mail, Phone number, and Fax number.
Logout	Logout will exit you from the Core 40 End-of-Course Assessment site and return you to the login page.

Grey Menu Bar

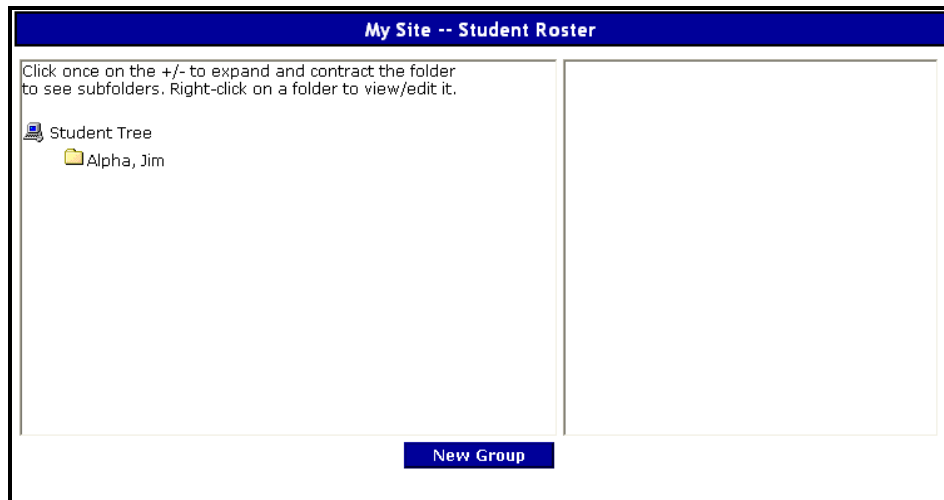
Menu	Functionality
Students	The Students menu displays a folder with your name and any classes set up.
Reports	Reports will allow you to access you score report information.
Help	Help displays the different help options on the site. Help includes Test Coordinator Manuals, Examiner Manual, and E-mail Support.

Students

Upon login, Teachers can view the teacher folder on the Student Roster and add classes. Adding classes will allow students to register for the specific class in which they are enrolled (ex: Algebra I Period 2, Biology I Period 4).

To view the teacher folder and to add classes, follow these directions:

1. Locate the **Students** menu in the upper left-hand corner of the page.
2. Click once on the **Students** menu option.
3. The Student Roster will be displayed. The roster displays a folder at the top with the teacher's name.



Create a Class Folder

To create a folder for each class, follow the directions below:

1. Click once on the teacher name in the Student Roster.
2. Click once on the **New Group** button located in the middle of the page.
3. A window will pop up in the upper left-hand corner of the page prompting to name the new folder.
4. Type the name of the Group and then click on **OK**.
5. The window will close and the page will return to the Student Roster.
6. An addition sign (+) next to the folder with the teacher name will be visible.
7. Click once on the addition sign (+) to open the folder. Then the new Class folder will be below the teacher name on the Student Roster.
8. Repeat steps 1-7 for each class folder to be created.

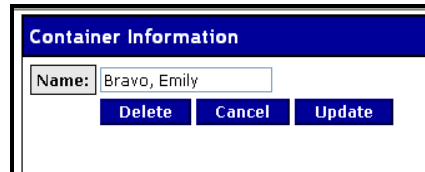
During the student registration process, students will be prompted to select their teacher's name from the list of available teachers at the school. After selecting the correct teacher, they will select the class in which they are enrolled. If no class folders are created, students will only select the teacher's name and then proceed to the test-taking area.

Modify a Folder

Using Internet Explorer: To modify an existing folder, right-click on the name of the folder and then select **View/Edit**.

Using Netscape and Mozilla/Firefox: To modify an existing folder, select the folder you need to modify and then click once on the **Edit Selected Group** button at the bottom of the Student Roster.

CTCs will then see a window with the options to Delete, Cancel, or Update the folder.

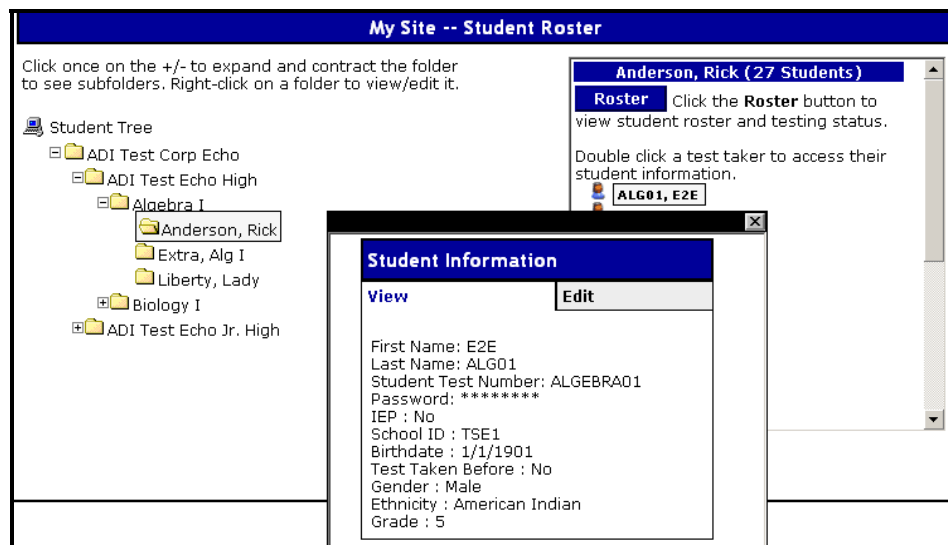


A dialog box titled "Container Information" with a blue header. It contains a text input field labeled "Name:" with the text "Bravo, Emily" entered. Below the input field are three buttons: "Delete", "Cancel", and "Update".

Button	Functionality
Delete	Click once on Delete to delete the folder selected. <i>Note: A folder cannot be deleted if any students are registered to the folder.</i>
Cancel	Click on Cancel to make no changes and return to the student roster.
Update	Update will save any changes made to the folder name and return the user to the Student Roster.

View Student Profile

To view the profile of a student, click once on the folder with the name of the teacher/class with whom the student is registered. A list of students for that teacher/class folder will display on the right side of the Student Roster. When the name of the student is found, either double-click on the name of the student or right-click on the student's name and click on **View** to view the profile.



The interface shows a "My Site -- Student Roster" window. On the left is a "Student Tree" with a folder structure: ADI Test Corp Echo, ADI Test Echo High, Algebra I (expanded), Anderson, Rick (selected), Extra, Alg I, Liberty, Lady, Biology I, and ADI Test Echo Jr. High. On the right, the "Anderson, Rick (27 Students)" roster is displayed. A student named "ALG01, E2E" is selected. A "Student Information" dialog box is open, showing details for the selected student: First Name: E2E, Last Name: ALG01, Student Test Number: ALGEBRA01, Password: ***** (masked), IEP: No, School ID: TSE1, Birthdate: 1/1/1901, Test Taken Before: No, Gender: Male, Ethnicity: American Indian, Grade: 5. The dialog box has "View" and "Edit" buttons.

The available fields that can be edited are:

- First Name
- Last Name
- IEP
- Birthdate
- Test Taken Before
- Gender
- Ethnicity
- Grade
- Accommodation fields

To edit student information click on the **Edit** tab.

Fields that should **not** be edited are:

- Student Test Number
- Password
- School ID

Student Roster Report

From the student roster, a Student Roster Report is available to make it easier to monitor the students who have registered as well as student testing status.

To view the student roster report:

1. From the student roster page, click once on the teacher or class folder you wish to view
2. To the right of the folder, you will see all students registered to that folder on the right-hand side of the page
3. Above the student names, you will see a **Roster** button
4. Click once on **Roster**
5. A new window will open with student information

All students listed have been registered to the respective teacher/class. Students will be listed by First Name, Last Name and Student Test Number.

To the right of each student name will be two columns; Session 1 Status and Session 2 Status

<i>Field Entry</i>	<i>Description</i>
Blank	Session has not been started
IN Progress	Student has started session but not completed
Complete	Student has completed the test session

A student must complete both test sessions in order for the student to be considered valid and receive a score.

Student Roster Report				
Print Report		Download Data		
Corporation: ADI Test Corp Echo School: ADI Test Echo High Subject: Algebra I Teacher/Class: Anderson, Rick Test Administration: A1 Winter 2008 12-02-2007 / 17:23:55				
School Test Number for all students: TSE1				
First Name	Last Name	Student Test Number	Session 1 Status	Session 2 Status
E2E	ALG01	ALGEBRA01	Complete	Complete
E2E	ALG02	ALGEBRA02	Complete	Complete
E2E	ALG03	ALGEBRA03	Complete	Complete
E2E	ALG04	ALGEBRA04	Complete	Complete
E2E	ALG05	ALGEBRA05	Complete	Complete
E2E	ALG06	ALGEBRA06	Complete	Complete
E2E	ALG07	ALGEBRA07	Complete	Complete
E2E	ALG08	ALGEBRA08	Complete	Complete
E2E	ALG12	ALGEBRA12		Complete
E2E	ALG11	ALGEBRA11	Complete	
E2E	ALG13	ALGEBRA13	In Progress	In Progress

Reports

Reports will be available at the teacher level once students complete both sessions of their test form. Students who have started testing but have not completed both sessions will appear on the Class report with an indication of “In Progress”.

Reports available on the *Questar* Core 40 ECA administrative site are:

- Corporation Summary Report
- School Summary Report
- Class Report
- Individual Student Report

To access score reports:

1. Click once on the **Reports** menu at the top of the screen.
2. A menu of the reports available to your administrative level will be listed.
3. Move your mouse through the reports menu and click once to select the report you wish to view.
4. The report will be displayed.

An example of a Corporation Summary Report is below. Key functional elements described below are available at all levels.

- Print Report – available at all levels
- Download Data – available at all levels
- Link to other level reports – available at all levels

Print Report		Download Data		Testing Date: A2 Bio e2e				
A2 Bio e2e Operational Administration Corporation Summary Report Biology I								
Corporation: QAI Test Corp Echo T005								
Number of Schools: 1 Number of Students with Completed Tests in Corporation = 14								
School Roster	# of Students	Average Scaled Score	Proficiency Rating	Molecules and Cells	Developmental and Organismal Biology	Genetics	Evolution & Historical Perspective	Ecology
Scaled Score Range		200-800	% Passing	% Correct				
				8pts	12pts	10pts	10pts	11pts
School: QAI Test Echo High Sch#: TSE1	14	448	50.0%	47	48	40	41	56
Corporation Average	14.0	448	50.0%	47%	48%	40%	41%	56%
SCALED SCORES: A Scaled Score of 509 or greater on the Biology I test is passing.								

Print Report

A Print Report button appears in the upper left-hand corner of each report. When selecting this button, the report will open in a frame on the page where you can Save or Print the report. To return to the original view of the report, click on the **Back** button on your browser.

Click on the Printer icon to print the report
Click on the diskette icon to save the report

A2 Bio e2e Operational Administration Corporation Summary Report Biology I					Testing Date: A2 Bio e2e				
Corporation: QAI Test Corp Echo T005									
Number of Schools: 1									
Number of Students with Completed Tests in Corporation = 14									
School Roster	# of Students	Average Scaled Score	Proficiency Rating	Molecules and Cells	Developmental and Organismal Biology	Genetics	Evolution & Historical Perspective	Ecology	
Scaled Score Range		200-800	% Passing	8pts	12pts	10pts	10pts	11pts	
School: QAI Test Corp Echo High Sch#: TSE1	14	448	50.0%	47	48	40	41	56	
Corporation Average	14.0	448	50.0%	47%	48%	40%	41%	56%	

SCALED SCORES: A Scaled Score of 509 or greater on the Biology I test is passing.

Download Data

If you wish to download the data of the report you are viewing to an Excel spreadsheet, click once on the **Download Data** button located in the upper left-hand corner of the report next to the Print Report button. After making this selection, you will be prompted to open or save the file.

- Save** – will ask you to find the location on your computer to save the file. After locating where you wish to store the file, click once on **Save**.
- Open** – will open the report you are viewing in an Excel file format within a webpage.

An example of the data, when it is opened in the browser, is below:

INDIANA CORE40 End-of-Course Assessment									
A2 Bio e2e Operational Administration Corporation Summary Report Biology I					Testing Date: A2 Bio e2e				
Corporation: QAI Test Corp Echo T005									
Number of Schools: 1									
Number of Students with Completed Tests in Corporation = 14									
School Roster	# of Students	Average Scaled Score	Proficiency Rating	Molecules and Cells	Developmental and Organismal Biology	Genetics	Evolution & Historical Perspective	Ecology	
Scaled Score Range		200-800	% Passing	8pts	12pts	10pts	10pts	11pts	
School: QAI Test Corp Echo High Sch#: TSE1	14	448	50.0%	47	48	40	41	56	
Corporation Average	14	448	50.0%	47%	48%	40%	41%	56%	

SCALED SCORES: A Scaled Score of 509 or greater on the Biology I test is passing.

The file you have opened or saved is available to be used in MS Excel. To return to the original view of the report, click the **Back** button on your browser.

Link to Other Report Levels

From each report level, there will be links to reports at a different level. This will vary by your role in the Core 40 ECA program. A description of the reports available to each role is below:

The following indicates the level(s) of reporting available based on the administrative role:

- **Corporation Test Coordinator** – may view reports for Corporation, Schools, Classes (Teachers/Class), and Individual Student Reports.
- **School Test Coordinators** – may view reports for Schools, Classes (Teachers/Class), and Individual Student Reports.
- **Teachers** – may view reports for Classes (Teacher/Class) and Individual Student Reports.

Administrators can click on links within the reports they are viewing to access other reports from the same login. These links display on the report in **blue text**.

The Corporation Summary Report is the highest level report available to the CTC. In the example below, a CTC administrator can link from the Corporation Summary Report to the School Summary report by clicking once on blue text that reads **QAI Test Echo High**.

Print Report		Download Data		Testing Date: A2 Bio e2e				
A2 Bio e2e Operational Administration Corporation Summary Report Biology I								
Corporation: QAI Test Corp Echo T005								
Number of Schools: 1 Number of Students with Completed Tests in Corporation = 14								
School Roster	# of Students	Average Scaled Score	Proficiency Rating	Molecules and Cells	Developmental and Organismal Biology	Genetics	Evolution & Historical Perspective	Ecology
Scaled Score Range		200-800	% Passing	% Correct				
				8pts	12pts	10pts	10pts	11pts
School: QAI Test Echo High Sch#: TSE1	14	448	50.0%	47	48	40	41	56
Corporation Average	14.0	448	50.0%	47%	48%	40%	41%	56%
SCALED SCORES: A Scaled Score of 509 or greater on the Biology I test is passing.								

Upon making this selection, the School Summary Report for QAI Test Echo High school will display. The School Summary report is the highest level report available to the School Test Coordinator (STC). From this report, administrators can link to the Class report by clicking on the name of the teacher/class for which they wish to review the Class report.

Print Report		Download Data		Testing Date: A2 Bio e2e				
A2 Bio e2e Operational Administration School Summary Report Biology I								
Number of Classes = 1 Number of Students with Completed Tests in School = 14				School: QAI Test Echo High TSE1 Corporation: QAI Test Corp Echo T005				
Class Roster	# of Students	Average Scaled Score	Proficiency Rating	Molecules and Cells	Developmental and Organismal Biology	Genetics	Evolution & Historical Perspective	Ecology
Scaled Score Range		200-800	% Passing	% Correct				
				8pts	12pts	10pts	10pts	11pts
Teacher: Takus, Bruce Class: Takus, Bruce	14	448	50.0%	47	48	40	41	56
School Average	14.0	448	50.0%	47%	48%	40%	41%	56%
SCALED SCORES: A Scaled Score of 509 or greater on the Biology I test is passing.								

Selecting the link for **Takus, Bruce** will display the Class report for this teacher. The Class Report is the highest level report available to the Teacher/Test Examiner.

Print Report		Download Data		Testing Date: A2 Bio e2e				
A2 Bio e2e Operational Administration								
Class Report								
Biology I								
Teacher: Takus, Bruce Class: Takus, Bruce			School: QAI Test Echo High TSE1 Corporation: QAI Test Corp Echo T005					
Number of Students with Completed Tests = 14								
Student Name	Scaled Score	Proficiency Rating	Molecules and Cells	Developmental and Organismal Biology	Genetics		Evolution & Historical Perspective	Ecology
					% Correct			
Scaled Score Range	200-800	Pass/Did Not Pass	8pts	12pts	10pts	10pts	11pts	
Lacy, Sue STN: TSE100001	**	INV	***	***	***	***	***	***
QA001, A2 BIO STN: A2B100001	633	Pass	100	67	60	90	73	
QA003, A2 BIO STN: A2B100003	800	Pass+	100	100	100	100	100	
QA004, A2 BIO STN: A2B100004	200	Did not pass	0	0	0	0	0	
QA013, A2 BIO STN: A2B100013	**	INV	***	***	***	***	***	***
QA014, A2 BIO STN: A2B100014	200	Did not pass	0	17	10	20	27	
QA015, A2 BIO STN: A2B100015	200	Did not pass	25	33	20	0	9	
QA016, A2 BIO STN: A2B100016	200	Did not pass	25	8	0	20	36	
QA017, A2 BIO STN: A2B100017	341	Did not pass	50	17	30	20	27	
QA019, A2 BIO STN: A2B100019	200	Did not pass	0	0	0	0	0	
QA021, A2 BIO STN: A2B100021	514	Pass	25	67	50	40	73	
QA022, A2 BIO STN: A2B100022	507	Did not pass	25	67	40	50	64	
QA023, A2 BIO STN: A2B100023	651	Pass+	88	75	80	60	100	
QA024, A2 BIO STN: A2B100024	643	Pass	100	75	60	60	100	
QA025, A2 BIO STN: A2B100025	667	Pass+	100	75	60	80	100	
QA026, A2 BIO STN: A2B100026	522	Pass	25	67	50	40	82	
Class Average	448	50.0%	47%	48%	40%	41%	56%	
School Average	448	50.0%	47%	48%	40%	41%	56%	
SCALED SCORES: A Scaled Score of 509 or greater on the Biology I test is passing.								
INV: Scores are invalid because of local test invalidation or both sessions were not completed. These students are not included in the calculation of averages.								
NOTE: The Class and School Average associated with the Proficiency Rating category is composed of the total number of students with a Proficiency Rating of Pass.								

From the Class report, administrators can access Individual Student Reports by clicking on the name of the student which appears as a link from this report.

Print Report

Print All Report

INDIANA

CORE40

End-of-Course Assessment

Spring 2007

A

Student Report for
AUSTEN, KATE

STN:

990407503

Test Date:

A3 Spring 2007

Subject:

Biology I

Corporation:

IDOE

School:

IDOE - BIOLOGY 1 HS

Teacher:

LOST

Indiana Core 40 ECA Academic Standards
The Indiana Academic Standards describe what students should know and be able to do in English/Language Arts, Mathematics, and Science. This ECA was created to measure whether students have learned what they are expected to know and be able to do upon completing the respective course.

Biology I Proficiency Rating:

B

Pass

Student Score: 637

637

Score range:
Min, Max, Passing
200 - 800, 509

200

509

pass

800

This student's score is **637** in Biology I, which means he/she passed the Biology I Core 40 ECA.

<div>C</div> Biology I Reporting Category	Percent Correct
Molecules and Cells	100%
Developmental and Organismal Biology	0%
Genetics	100%
Evolution and Historical Perspective	100%
Ecology	100%

Biology I

D

This student passed the Core 40 ECA test in Biology I. The test results show that Molecules and Cells, Genetics, Evolution & Historical Perspective, and Ecology may be strengths for this student.

Purpose
This report provides information on this student's achievement of the Indiana Core 40 ECA. From this report, it is possible to determine if a student has demonstrated knowledge of the standards for this course with a passing score. A student's teacher can also show classroom work and other test results that provide evidence of this student's progress.

Student Report Information

- A

 Identifies student name, demographic information, corporation, school, and teacher/class.
- B

 Displays student performance relative to Indiana's Academic Standards for the content area tested.
- C

 Shows student's percent correct for each reporting category.
- D

 Lists the student's areas of strength and weakness.

At the top of the Individual Student Report are two buttons which allow you to print the report.

- **Print Report** – this will print the individual report you are currently viewing
- **Print All Reports** – this will generate a batch print job of all students in the class this student belongs to.

To return to the Class Roster Report view, click once on the **Back** button on your browser.

Pending Status

If at any time reports indicate **Pending** in place of data, this indicates testing is not complete and therefore summary data cannot be displayed. If you are viewing this at the STC level, and you know testing has been completed at your location, please be sure you have logged into the *Questar* Core 40 ECA Administrative interface and indicated **Testing Complete** from the **Test Zone** menu.

If your Corporation has not completed testing, **Pending** will continue to display on the reports until testing is complete and that indication has been made.

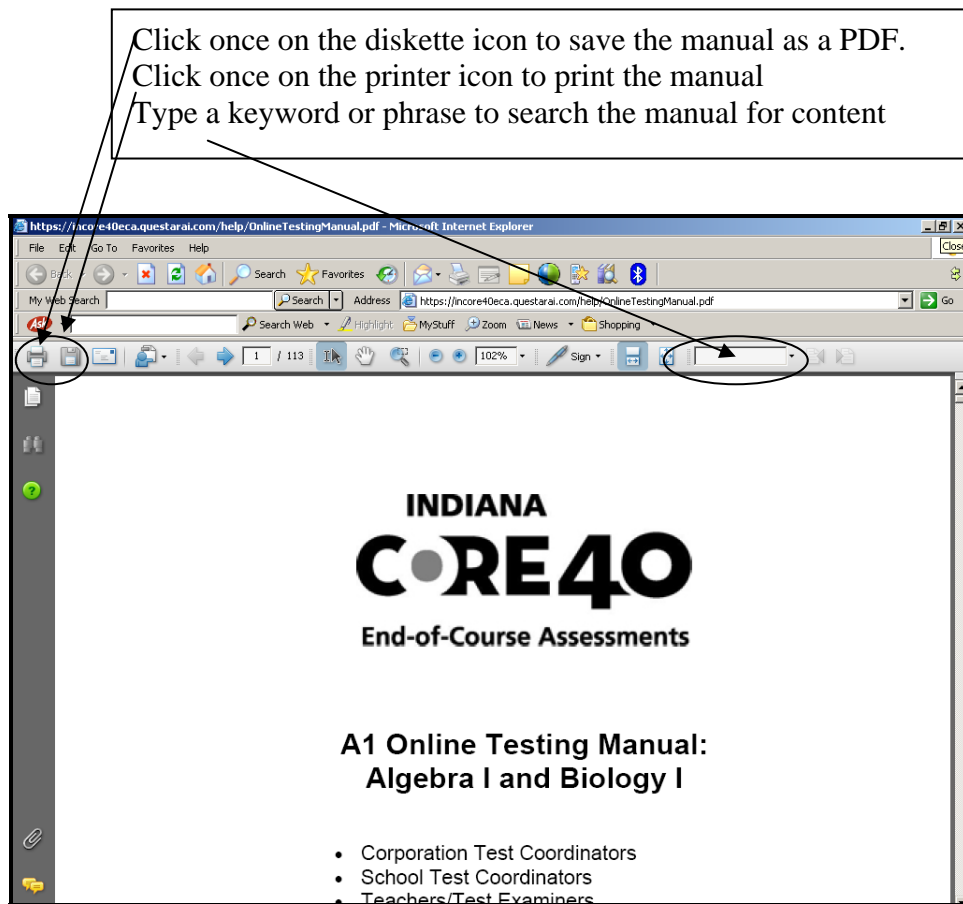
Help

The Help menu has been designed to provide information needed to administer the Core 40 End-of-Course Assessment Online. Four different help options are available:

- Core 40 Online Testing Manual (PDF format)
- Paper-and-Pencil Administration Manuals (PDF by subject) (Spring administration only)
- E-mail Support

Core 40 ECA Online Testing Manual PDF Manuals

When the Test Coordinator's Manual is selected from the **Help** menu, a new browser window will open containing the selected manual. This manual provides you with options to print, save as a PDF or search.



E-mail Support

When this menu option is selected, an outgoing e-mail window will be displayed with the Core 40 Technical Support e-mail address in the "To:" field. You will be able to send questions and comments to the Technical Support Desk.

Chapter 5

Teacher/Test Examiner

In This Chapter

- Test Examiner Checklist
- Verifying Students' Identification and Eligibility to Test
- Materials Required for Testing
- Information About Calculator Use — Calculator Policy for Algebra I
- Core 40 Algebra I Formula Sheet
- Test Sequence
- Test Accommodations Guidance
- Directions for Completing the Student Login Process
- Directions for Completing the Registration Process
- Directions for Completing the Online Practice Questions
- Troubleshooting Issues with Student Logins
- Directions for Testing Day
- Guidelines for Answering Student Questions About the Test
- Assistance

Teacher/Test Examiner Checklist

Teacher/Test Examiner Activities PRIOR to Test Administration

- ☐ Read and become familiar with the *Teacher/Test Examiner's* section of this manual.
- ☐ Participate in the Teacher/Test Examiner Web training.
- ☐ Become familiar with the testing accommodations available.
- ☐ Arrange for any testing accommodations if necessary.
- ☐ Notify students of the testing dates and times.
- ☐ Obtain Student Test Numbers for all students who will be testing.
- ☐ Obtain the 4-digit school number from the School Test Coordinator.
- ☐ Obtain the Test Examiner Password from the School Test Coordinator.
- ☐ Bookmark the URL on each computer workstation to be used for testing. When setting up the bookmark, <http://INcore40eca.questarai.com>, name the bookmark "Core 40 ECA" for easy reference.
- ☐ Ensure that your School Test Coordinator has successfully completed the TEST SCOUT program.
- ☐ Make sure the computer technology contact person is available on testing day for setup and assistance.
- ☐ Arrange to have telephone or access to e-mail available during testing to access support if necessary.
- ☐ Complete the student login process and online practice tests. (This may be scheduled on a separate day or immediately before the test administration.)

Teacher/Test Examiner Activities DURING Test Administration

- ☐ Post a "Testing: Do Not Disturb" sign on the door to prevent interruptions.
- ☐ Follow the specific text in the "Directions for Testing Day" section of this manual.
- ☐ Answer student questions according to the guidelines in this manual.

Teacher/Test Examiner Activities AFTER Test Administration

- ☐ Notify the School Test Coordinator when all testing is completed.

Verifying Students' Identification and Eligibility to Test

School Test Coordinators must verify that all students present for testing are eligible to take the Core 40 End-of-Course Assessment. The Teacher/Test Examiner should be familiar with the students in order to verify their identification. Students will be required to enter their Student Test Number (STN) and 4-digit school number to log in to the testing site. The Teacher/Test Examiner should have access to STNs prior to testing day in the event the information needs to be accessed during the login or testing process.

Materials Required for Testing

This section provides information concerning all materials required for administering the Core 40 End-of-Course Assessment.

A. Required Teacher/Test Examiner Materials:

1. The Test Examiner Password for your school;
2. Student Test Numbers;
3. A supply of pencils available during testing;
4. A “Testing: Do Not Disturb” sign for the door;
5. A watch or a clock;
6. A supply of scratch paper (all scratch paper must be **collected and destroyed** after the test has been administered) for students; and
7. For Algebra I testing, a supply of calculators, straight edges, graph paper, and a copy of the Formula Sheet for each student who will be testing. A copy of the Formula Sheet is provided in this document (See the following page to view the Core 40 calculator policy.)

B. Required Student Materials:

1. A computer with Internet access;
2. Student Test Number (STN) and 4-digit school number;
3. A pencil;
4. Scratch paper (all scratch paper must be destroyed after the test has been administered); and
5. For Algebra I students, a calculator, straightedge, graph paper, and a copy of the Formula Sheet. (Note: Teachers/Test Examiners should announce prior to the testing day that students may bring their own calculators. Sharing of calculators among students is NOT permitted. The calculator policy appears on the following page.)

Information About Calculator Use

Calculator Policy for Algebra I

While all test questions can be solved without a calculator, students can use a calculator on Session 1 **and** Session 2 of the Algebra I ECA.

As previously noted, students may use most four-function, scientific, or graphing calculators on the Algebra I (both sessions) Core 40 End-of-Course Assessment (ECA). However, they are **NOT** permitted to use any of the following:

- Hand-held minicomputers or laptop computers
- Electronic writing pads or pen-input devices
- Pocket organizers (PDAs)
- Calculators combined with any kind of communication device, such as a cell phone
- Calculators with paper tape
- Calculators that “talk” or make unusual noises
- Calculators that require an electrical outlet
- Calculators with QWERTY (typewriter-like) keypads, such as
 - TI-92
 - HP-95
- Graphing calculators with algebraic equation-solving capability, such as
 - TI-85
 - TI-86
 - TI-89
 - HP-48
 - Casio ALGEX2.0PLS

All types of memory must be cleared both before and after testing, including standard memory, ROM, and Flash ROM. In addition, any programs or applications must be removed prior to the test administration. Clearing the memory from the calculator removes all programs. This includes programs loaded by the student and those loaded by the manufacturer. These programs may be difficult to reload.

Directions for Clearing Stored Memory from Calculators

Below are general directions for clearing the memory of some of the common graphing calculators students may use during the Algebra I test. It is important that the memory of each calculator be cleared, and that this is verified by the examiner before and after each testing session.

Texas Instruments (TI)

- TI-73: Press [ON], [2nd], [MEM], [7], [1], [2], verify*
- TI-80: Press [ON], [2nd], [MEM], [3], [2], verify*
- TI-81: Press [ON], [2nd], [RESET], [2], verify*
- TI-82: Press [ON], [2nd], [MEM], [3], [2], verify*
- TI-83: Press [ON], [2nd], [MEM], [5], [1], [2], verify*

- TI-83+: Press [ON], [2nd], [MEM], [7], toggle right (right arrow key) twice to “ALL,” press [1], [2], verify*
- TI-84+: Press [ON], [2nd], [MEM], [7], toggle right (right arrow key) twice to “ALL,” press [1], [2], verify*

* Verification: Please note that resetting the calculator may adjust the contrast on the screen and cause the screen to appear dark or blank. To check cleared memory, adjust the contrast by pressing [2nd] and the up or down toggle keys (arrow keys) alternately several times to bring the contrast back up. Screen must display “Mem cleared” or “RAM cleared.” If it does not, repeat the procedure.

Casio

The following instructions will clear the memory from FX7400G and FX7400G+. (A paper clip is required.)

1. Turn calculator [ON].
2. Each calculator has a one-touch reset button located on the back of the calculator.
3. Press the reset button with the tip of a paper clip.
4. Screen will display “Reset all memory? [YES] [NO].”
5. Select [YES].
6. Verify that screen displays “Reset all memory.” If screen is blank or dark, adjust contrast (press [MENU], [CONT], [EXE], toggle down—down arrow key—to CONTRAST, use right and/or left arrow key to adjust contrast).

Hewlett Packard (HP)

The following instructions will clear the memory from the HP-32SII.


1. Turn calculator [ON].
2. Simultaneously press the keys in the LOWER LEFT, UPPER LEFT, and UPPER RIGHT corners.
3. Screen will go blank momentarily.
4. Screen will display “Try to recover memory? [YES] [NO].”
5. Select [NO].
6. Verify that screen then displays “Memory clear.”

Sharp

The following instructions will clear the memory from the EL-9600.

1. Turn calculator [ON].
2. Open and close the battery cover (or press reset button on back of calculator with a paper clip).
3. Screen will display “Wait” for 5 seconds.
4. Screen will display “Press [CL] key to clear all data. Press [ON] key to cancel.”
5. Press [CL].
6. Verify that screen then displays “All Data Cleared. Press any key.”
7. Press any key.

Core 40 End-of-Course Assessment Algebra I Reference Sheet

Pythagorean Theorem
 $a^2 + b^2 = c^2$

Distance Formula
$d = \sqrt{(x_2 - x_1)^2 + (y_2 - y_1)^2}$ d = distance between points 1 and 2

Midpoint Formula
$M = \left(\frac{x_1 + x_2}{2}, \frac{y_1 + y_2}{2} \right)$ M = point halfway between points 1 and 2

Standard Form of a Linear Equation
$Ax + By = C$ (where A and B are not both zero)











Standard Form of a Quadratic Equation
$ax^2 + bx + c = 0$ (where $a \neq 0$)

Quadratic Formula
$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$ (where $ax^2 + bx + c = 0$ and $a \neq 0$)

Equation of a Line
Slope-Intercept Form: $y = mx + b$ where m = slope and b = y -intercept Point-Slope Form: $y - y_1 = m(x - x_1)$

Simple Interest Formula
$I = prt$ where I = interest p = principal r = rate t = time

Slope of a Line
Let (x_1, y_1) and (x_2, y_2) be two points in the plane. $\text{slope} = \frac{\text{change in } y}{\text{change in } x} = \frac{y_2 - y_1}{x_2 - x_1}$ (where $x_2 \neq x_1$)

Shape	Formulas for Area (<i>A</i>) and Circumference (<i>C</i>)		
Triangle		$A = \frac{1}{2}bh = \frac{1}{2} \times \text{base} \times \text{height}$	
Trapezoid		$A = \frac{1}{2}(b_1 + b_2)h = \frac{1}{2} \times \text{sum of bases} \times \text{height}$	
Parallelogram		$A = bh = \text{base} \times \text{height}$	
Circle		$A = \pi r^2 = \pi \times \text{square of radius}$ $C = 2\pi r = 2 \times \pi \times \text{radius}$	$\pi \approx 3.14$ or $\pi \approx \frac{22}{7}$
Figure	Formulas for Volume (<i>V</i>) and Surface Area (<i>SA</i>)		
Cube		$SA = 6s^2 = 6 \times \text{length of side squared}$	
Cylinder (total)		$SA = 2\pi rh + 2\pi r^2$ $SA = 2 \times \pi \times \text{radius} \times \text{height} + 2 \times \pi \times \text{radius squared}$	$\pi \approx 3.14$ or $\pi \approx \frac{22}{7}$
Sphere		$SA = 4\pi r^2 = 4 \times \pi \times \text{radius squared}$ $V = \frac{4}{3}\pi r^3 = \frac{4}{3} \times \pi \times \text{radius cubed}$	
Cone		$V = \frac{1}{3}\pi r^2h = \frac{1}{3} \times \pi \times \text{radius squared} \times \text{height}$	
Pyramid		$V = \frac{1}{3}Bh = \frac{1}{3} \times \text{area of base} \times \text{height}$	
Prism		$V = Bh = \text{area of base} \times \text{height}$	

Test Sequence

All tests contain two parts: Session 1 and Session 2. Schools should set aside a **45-minute block of uninterrupted time** for the administration of each session – a total of 90 minutes for each test. Each session of the test can be administered on a different day. However, if a session is started on one day, it must be finished that same day.

Schools should allow an additional 20-30 minutes prior to the test period for distributing materials, reading the directions to the students, and walking the students through the registration process and practice test. Student registration and the practice test site are available the first day of testing for Administrations 1 and 2 and beginning April 7, 2008, for Administration 3.

It is anticipated that 45 minutes for each session of the test will be adequate time for almost all students to complete the test. Students who are **STILL WORKING ON THE TEST** after 45 minutes should be instructed to advance through the remainder of the test by clicking **Next** until they reach the review page. They then need to click **Finish** to have their test questions scored.

If students must leave the testing area for any reason before completing the test, instruct them to click **Pause and Save**, collect any testing materials, and have them log out of the test site. Upon return, distribute the materials and have the students log in again to the testing site using their Student Test Number (STN) and 4-digit school number. No student should be permitted to leave the testing area with any test materials.

If a student does not complete the test for any reason, he or she will **not** be eligible to retake or to finish the test on a different day. Report the names of these students to your School Test Coordinator so the scores can be invalidated.

Testing Accommodations Guidance

A major goal of educational policymakers is to ensure educational opportunities for all students. It is equally important to measure the real progress of all students in attaining academic standards. Therefore, the participation of students with disabilities in Core 40 End-of-Course Assessments and the inclusion of their scores in related reports are important.

One significant issue to be addressed by educators as they attempt to increase overall participation in state and local assessment reports is the individualized determination of necessary accommodations and the effects of those on test results. The effect of assessment accommodations may have a different impact upon the general validity of the assessment depending, along with other things, upon whether the test is referenced to national norms or to specific educational criteria.

Since the purpose of accommodation is to achieve parity and not to provide an unfair advantage or disadvantage to a particular student, the Indiana Department of Education is studying the impact of accommodations on test results in order to minimize any unintended effects.

The following guidance regarding testing accommodations for students with disabilities is available for Indiana school corporations.

What is an accommodation?

An accommodation is a change in testing materials or procedures (i.e., timing or scheduling, response format, setting or environment, and presentation format) that enables students to participate in assessment in a way that measures their abilities rather than their disabilities. The purpose of testing accommodations is to “level the playing field” or to achieve parity with non-disabled peers in the test-taking situation.

Which students will require accommodations?

Students in special education and students with acute or chronic physical disabilities (as documented in a Section 504 Plan) may be entitled to any of the assessment accommodations specified in their individualized education programs (IEPs) or Section 504 instructional plans. However, it is important to realize that Core 40 End-of-Course Assessments use different criteria for determining eligibility for accommodations for students with disabilities, in accordance with state and federal laws. Consult the charts in this section and collaborate with students, parents, and test coordinators to determine which, if any, accommodations are appropriate for individual students.

How will schools document accommodations used during the Core 40 End-of-Course Assessments?

The online administration provides accommodation indicators in each student profile. If a student receives English/Language Arts, Mathematic or Science accommodations, please indicate “Yes” in the student profile.

Will tests administered under accommodated conditions be scored?

All student tests will be scored, and results will be reported back to schools.

Which accommodations will be allowed during the Core 40 End-of-Course Assessments? Are any accommodations prohibited? Are there any testing accommodations that do not have to be documented during End-of-Course testing?

Generally, an accommodation is acceptable on Core 40 End-of-Course Assessments if a student with disabilities uses the accommodation in testing situations that occur throughout the student's educational program; however, the test may not be modified. *Students are not to receive shortened tests, are not allowed to choose from a reduced number of possible answers, are not to have the reading comprehension portions read to them, and will not receive simplified instructions.*

When a student's IEP or Section 504 Plan indicates that a response is to be **scribed**, the scribe must ensure that the administration is one-on-one so as not to interfere with the standardized testing of other students. Prior to testing, the scribe should attempt to gather information regarding the student's level of vocabulary and spelling abilities from those who are familiar with the student's academic background. The scribe should then ask the student to spell aloud any word he or she thinks is not within the range of the student's vocabulary or spelling abilities. The scribe may not coach a student on the meaning or spelling of a word or read any portion of the reading comprehension passages. The scribe should type exactly what the student dictates, without capitalization or punctuation inserted. Every time the student pauses, the scribe should begin typing on a new line. No presumption is made about whether a pause is indicative of the use of a comma, period, or other punctuation. When the student has finished dictating, the typed text is presented for the student to indicate capitalization and punctuation.

Chart 1: Accommodations permitted during Core 40 End-of-Course Assessments

Timing and Scheduling	Response Format	Setting and Environment	Presentation Format
<p>Time of day for administration is altered.</p> <p>Student provided additional breaks as necessary.</p> <p>Test administered in several sections.</p> <p>Additional breaks between tests as necessary.</p> <p><i>Student provided extended testing time for each test session (e.g., 50% more time, double time).+*</i></p>	<p>Student can have help handling the mouse.</p> <p>Student responds orally, while another completes the answers online.</p> <p>Student signs responses to an interpreter.</p> <p>Student has access to a scribe to type out response for essay questions.</p> <p>Student uses talk assistive technology device.</p>	<p>Student is provided special lighting conditions.</p> <p>Student is provided preferential seating.</p> <p>Student is given access to special furniture.</p> <p>Student is tested in small group setting.*</p> <p>Student is tested individually.*</p> <p>Student is allowed to use a slant board to hold testing materials at correct angle.</p> <p>Student is provided pencil grip or specialized writing instrument.</p>	<p>Student is given access to a visual magnification device.</p> <p>Student is provided auditory amplification device and/or noise buffers.</p> <p>Student has <u>directions</u> read to him or her.</p> <p>Questions are signed to the student by an interpreter.**</p> <p>Questions are read to the student.**</p> <p>Student uses talk assistive technology device.</p>

+ The accommodations in bold italics may also apply to LEP students.

* Select a time frame or limit. Do not let the assessment go on indefinitely if the student is not making progress.

** Except test questions that measure the Reading Comprehension, which may not be read at any time.

Chart 2: Accommodations for Limited English Proficient Students (Levels 1-4*)

(Permitted but not documented on the Core 40 ECAs Online Site, see page 68 to update a student's IEP.)

Timing and Scheduling	Response Format	Setting and Environment	Presentation Format
<p>Student provided additional breaks as necessary.</p> <p>Test administered in several sessions.</p> <p>Additional breaks between tests, if necessary.</p>		<p>Student is tested in a small group setting.</p> <p>Student is tested individually.</p>	<p>Student has directions read to him or her.</p> <p>Student has test administered by a familiar test administrator.</p>

Chart 3: Accommodations for Limited English Proficient Students (Levels 1-4*)

(Permitted and documented on the Core 40 ECAs Online Site, see page 68 to update a student's IEP.)

Timing and Scheduling	Response Format	Setting and Environment	Presentation Format
Student is provided extended testing time for each test session. (A timeframe, such as 50% more time or double time, should be set. Do not let the assessment go on indefinitely if the student is not making progress.) <i>Note: This accommodation is available for ALL LEP students.</i>	Student uses an approved bilingual word-to-word dictionary. (A list of approved bilingual dictionaries can be found in Appendix J of the ISTEP+ Program Manual at http://www.doe.state.in.us/istep/ProgramManual.html) <i>Note: The student's Individual Learning Plan must document use of a bilingual word-to-word dictionary in class.</i>		All test questions are read to the student (except those that measure Reading Comprehension. For English 11, all test questions connected to a Reading Passage are considered Reading Comprehension.) Math and Science test items and answer options are read verbatim (in English) to student.

*Note: English proficiency levels are determined on the state-approved LAS Links English Proficiency Assessment. Students scoring at an "Overall" level of 5 (fluent) are not eligible for any accommodations on ISTEP+. For students who do not have a proficiency score, administer the LAS Links Placement Test to determine the student's level of proficiency. Only LEP students who place as "Not Proficient" or "Approaching Proficient" on the Placement Test may be considered for the accommodations approved for Proficiency Levels 1-4. If you have any questions about identifying a student's level of English proficiency, please contact the Division of Language Minority and Migrant Programs at 317-232-0555 or 800-382-9962.

Chart 4: Accommodations Prohibited during Core 40 End-of-Course Assessments

Timing and Scheduling	Response Format	Setting and Environment	Presentation Format
Student provided unlimited time to complete each test session.	Student responds in a language other than English, which is then transcribed into English for scoring purposes.		Language in the directions is reduced in complexity. Story problems in the mathematical assessment use language which is reduced in complexity. Student is provided color-coded prompts for mathematical problems. Assessment is provided in a language other than English.

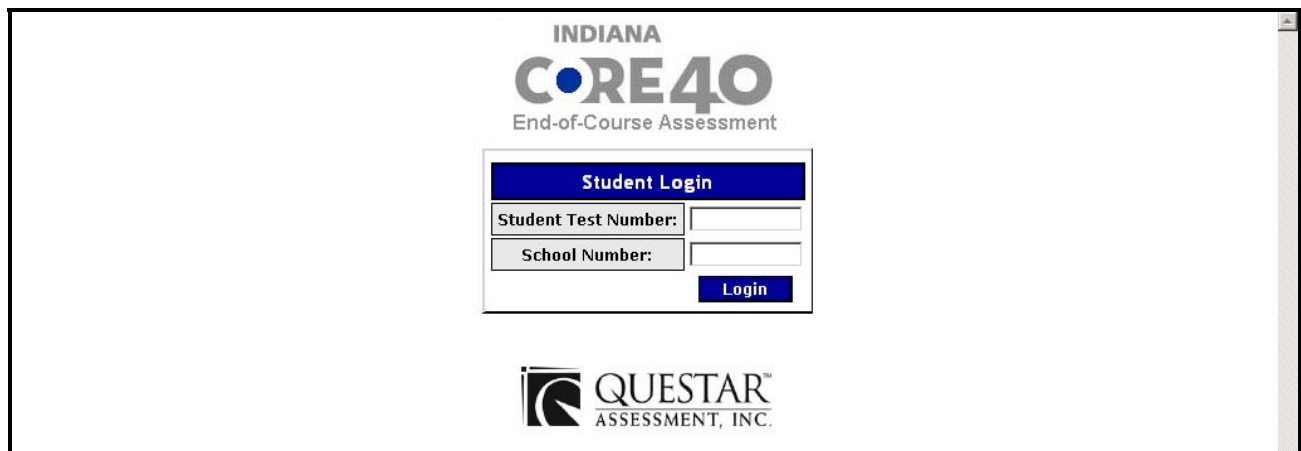
Directions for Completing the Student Login Process – For All Students

Instructions below are for all students testing online.

Teacher/Test Examiner Directions: Bold text is to be read aloud to the students.
Regular text is for Teacher/Test Examiner information only.

School Test Coordinators should have immediate access to the Student Test Numbers (STNs) for each student participating in the Core 40 End-of-Course Assessment Program. The school test number should be written on the board for students.

School Test Coordinators are encouraged to bookmark the testing Web address: <http://INcore40eca.questarai.com> on each workstation prior to testing, so the login page will be displayed when students enter the testing area. An example of the login page is below.



Say **Today you will login as a student for the Core 40 End-of-Course Assessment program. We will begin by accessing the testing site.**

If student workstations are not already on the login screen, read the following directions:

Say **The site you will be accessing has been bookmarked on your computer.**

If you are using Internet Explorer, please select Core 40 ECA from the list of Favorites.

If you are using Netscape Navigator, please select Core 40 ECA from the list in Bookmarks.

Say **You should see the login page for the site on your screen.**

Do not enter anything until you have been instructed to do so.

Is there anyone who does not see the login page?

Assist students as needed. The next step will be to have the students enter their Student Test Numbers and 4-digit school number.

Say **Enter your Student Test Number in the field titled “Student Test Number.”**

Now press the tab key to move to the “School Number” field.

Say **Are there any questions?**

Answer any questions. Now you will need to provide the students with your school’s 4-digit school number.

Say **Once your cursor is in the “School Number” field, enter {say your 4-digit school number}.**

Click “Login” to enter the testing site.

This will log all students into the testing site. As the students log in to the site, the system will run the TEST SCOUT program on each individual workstation to determine if the workstation being used by the student meets the online testing requirements. If the workstation meets the requirements, the next step is to have the student verify his or her personal profile information. If the workstation does NOT meet the online testing requirements, the student will be prompted for an Examiner Password. (See page 130 of this manual called “Troubleshooting issues with Student Logins”.)

Say **Now you will see a window that displays your personal profile information. Check to make sure the information is accurate. If it is accurate, please click “Yes” and stop. If the information is inaccurate, click “No.” If you are prompted to enter your Test Examiner Password, please raise your hand so I can help you.**

If a student is prompted for a Test Examiner Password, it is possible that the Student Test Number they entered does not exist in the database or that the 4-digit school number is invalid. You will need to enter the Test Examiner Password to complete the student registration process.

Go to the section of this manual called “Troubleshooting issues with Student Logins” to get directions on how to continue logging these students into the testing site. (See page 130 of this manual.)

Students Included in the IDOE Data Collection – go to page 95

If your students were included in the IDOE Data Collection file, then your students are registered and are ready to complete the practice questions. Go to “Directions for Completing the Online Practice Questions - For All Students” on page 95 of this manual.

Students Not Included in the IDOE Data Collection - continue below

After verifying student personal profile information, help students add their names to their profiles.

Say **You should see a window at the top that says, “Please enter your name.”**

If you do not see this, please raise your hand.

Assist students as needed.

Say **Select the “First Name” field with your mouse.**

Now enter your First Name.

Stop when you have made your entry.

Are there any questions?

Pause and wait for all students to enter their First Names. Assist students as needed.

Say **Press the tab key once to advance to the “Last Name” field; enter your Last Name.**

Once you have made your entry, please stop.

Are there any questions?

Confirm that your First and Last name have been entered correctly.

Now click “Continue” to save your profile information.

Students are now ready to register for the test they will be taking on testing day.

Directions for Completing the Registration Process – For Students Not Included in the IDOE Data Collection

Teacher/Test Examiner Directions: Bold text is to be read aloud to the students. Regular text is for Examiner information only.

After Student Login is completed, the next step is to guide students through the registration process. They will see Algebra I, Biology I, and English 11, and will select their Classroom Teacher from the list of teachers below each content area. After registering, they will be ready to take a practice test.

Say **You will now see a window that reads, “Please select your class or teacher.”**

If you do not see this window, please raise your hand.

Assist students as needed. The next step is to select the students’ classroom teacher. Their classroom teacher’s name will be found below the content area in which students will be tested.

Say **Click once on the drop-down menu for {say either Algebra I, Biology I, or English 11}.**

You will see a list of the classroom teachers who teach this content area.

Select your teacher’s name from the list.

If students will be taking the test for more than one content area, repeat the instructions above substituting the other content area in the directions.

Say **Click once on “Continue” to save your selection.**

If the students’ classroom teacher created class folders, students will be asked to select the class in which they are enrolled.

If the classroom teacher has NOT created class folders, then the students will see the Test Center. If this is the case, please proceed to the section of this manual that provides instructions for the online practice.

Say **You will now see a window asking you to select the class in which you are enrolled.**

Click once on the “Class” drop-down menu to locate the correct class and select your class name.

Click “Save this Class Selection” to save your class selection.

If you have any questions, please raise your hand.

Students will advance to the Test Center. The next step is to guide the students through the Student Online Practice.

Directions for Completing the Online Practice Questions – For All Students

Online practice questions have been developed for each content area to prepare the students for the online assessment. The practice test is comprised of question types that the students may encounter during test taking.

Please continue reading below to guide students through the Algebra I Online Practice. For the Biology I Online Practice, please go to the “Biology I Online Practice” on page 100. For the English 11 Online Practice, please go to the “English 11 Online Practice” on page 104.

Bold text is to be read aloud to the students. Regular text is for Teacher/Test Examiner information only.

Algebra I Online Practice

Say **Now you will complete some online practice questions to become familiar with online testing.**

Please follow all instructions as they are read to you. Do not continue until you are instructed to do so.

Locate the test called “Algebra I Online Practice.”

Click once on the “Start” button to the left of the practice test.

The test will begin by opening a new browser window that contains the Test Directions.

Follow these directions for taking the test:

- **Read each question carefully.**
- **For multiple-choice questions, select the letter for the answer you have chosen.**
- **For open-ended questions, type your answer in the area provided on the screen.**
- **For the questions that require a numerical answer, be sure to only type in a number. Do not type in any extra text, such as units (\$, %, hours, etc.) or equations (e.g., $x = 3$ instead of 3).**
- **Click on “Save” at any time while typing open-ended responses to save your work.**
- **Questions for this test will be presented one per screen.**

- Click on "Pause and Save" at any time to leave the test.
- At the end of the test, you will have an opportunity to review and change your answers.

Please do not go ahead.

Are there any questions about the directions I have just read to you?

Wait to answer any questions.

Say **Click once on "Begin the Test."**

The first question will be displayed.

Located in the upper left-hand corner of your screen, you will see a link to access the Formula Sheet. Click once on the "Formula Sheet" link to view the formula sheet. To close this link, click on "Close Window."

You may use the Formula Sheet handed out to you or this link.

The practice test question you are viewing is an example of a multiple-choice question.

For multiple-choice questions, you will click on the bullet to the left of the answer you want to choose. Click on a bullet to the left of one of the answers.

You can change your answer by clicking on a different bullet. Now change your answer.

Pause while students select an answer and make changes.

Say **Are there any questions?**

Answer any questions.

Say **Click on "Next" to go to the next question.**

Now look at Question 2 on your screen.

Please do not go ahead.

To see how the "Pause and Save" button works, click on "Pause and Save."

The window containing test questions will close and all students will return to the Test Center.

Say **Notice that when you click on “Pause and Save,” you return to the Test Center.**

The Online Practice Algebra I should be listed under “Tests Started” in the Test Center.

To return to the test, click the “Resume” button located to the left of the test name.

You have returned to the question you stopped on, Question 2.

Are there any questions?

This is one example of an open-ended question.

For open-ended questions that ask you to give a numeric answer, you will type the number in the answer field. You will also see the directions that appear below.

- **Type the numeric answer in the answer field.**
- **Fractional answers must be entered in decimal form.**
- **Type ONLY the number (Examples: 6, 6.2, 0.062, -6)**

To practice answering this type of question, enter a numeric answer in the answer field.

Are there any questions?

Answer any questions.

Say **Click on “Next” to go to the next question.**

Pause to answer any questions and to make sure all students are now on Question 3.

Say **You will now see Question 3. This is another example of an open-ended question.**

For open-ended questions that ask you to give an answer in words, you will type your answer in the answer field. Type a sentence or two in the answer field for practice.

NOTE: Do not use the TAB key to indent paragraphs when entering a response. To indent paragraphs, press enter and then the space bar 3-5 times on your keyboard.

Examiner’s Note: Using the TAB key will move the curser around the question displayed on the student’s screen instead of indenting the text.

Say **Now try to edit the text you have entered. Use the backspace key to remove text to the left. Use the delete key to remove text to the right. You may also begin typing to add additional text.**

Pause to allow students time to enter and edit the question.

Say **Are there any questions?**

Pause to answer any questions.

Say **This question is now complete; click “Next.”**

Say **You will now see Question 4. This is a third example of an open-ended response question.**

For open-ended questions that ask you to give an expression or equation, you will type the expression or equation in the answer field. Type an expression or equation in the answer field for practice.

Pause to give the students time to enter their responses.

Say **Your answer is now complete. Click on “Next”.**

Say **You will now see Question 5. This is example of an open-ended response question where you answer more than one question.**

For open-ended questions that have more than one question, you will type your answer in the answer fields provided. Type a sentence or two in each answer for practice.

NOTE: Do not use the TAB key to indent paragraphs when entering a response. To indent paragraphs, press enter and then the space bar 3-5 times on your keyboard.

Examiner’s Note: Using the TAB key will move the curser around the question displayed on the student’s screen instead of indenting the text.

Pause to give the students time to enter their responses.

Say **Your answer is now complete. Click on “Next”.**

Wait for the students to click **Next**. This is the last question on the practice test, so they should now see the review page.

Say You are now on the review page. The review page will be displayed after you have completed the last question on your test.

Please follow along as I read the directions at the top of the page aloud.

This page gives you the chance to review all of your questions and answers. You can change your responses at this time. Take time to review each question and answer. When you have completed your review, click once on the 'Finish' button at the bottom of the page to have your test scored. Once you click 'Finish,' you will not be able to change your answers, so be sure you have completed your test before selecting the "Finish" button.

Allow students time to indicate an answer. These practice questions will not be scored.

Say Are there any questions?

You should now take time to review your answers and respond to all of the questions. Once you complete your review, you are ready to exit the test.

Click on the "Finish" button located at the bottom of the screen.

You will be asked, "Are you sure you are ready to score your test?" If you select OK, you cannot return to the test and change your answers. If you click Cancel, you may continue to review your test.

Click "OK" to save your answers and exit the test.

You have now completed the Online Practice for Algebra I. You will see your practice listed under the "Tests Completed" section of the Test Center.

This concludes the student registration and the online practice.

Are there any questions?

Answer any questions from the students. If it is testing day, proceed to the section of the manual titled "Algebra I, Session 1 and 2 Online Test Instructions" on page 112. If this is not testing day, instruct students to log out.

Say Click once on "Logout" to exit the testing site and return to the login page.

Biology I Online Practice

Say **Now you will complete some online practice questions to become familiar with online testing.**

Please follow all instructions as they are read to you. Do not continue until you are instructed to do so.

Locate the test called “Biology I Online Practice.”

Click once on the “Start” button to the left of the practice test.

The test will begin by opening a new browser window that contains the Test Directions.

Read the directions to yourself as I read them aloud.

Follow these directions for taking the test:

- **Read each question carefully.**
- **For multiple-choice questions, select the letter for the answer you have chosen.**
- **For open-ended questions, type in your answer in the area provided on the screen.**
- **Click on “Save” at any time while typing open-ended responses to save your work.**
- **Questions for this test will be presented one per screen.**
- **Click on “Pause and Save” at any time to leave the test.**
- **At the end of the test, you will have an opportunity to review and change your answers.**

Please do not go ahead.

Are there any questions about the directions I have just read to you?

Wait to answer any questions.

Click once on “Begin the Test.”

The first question will be displayed.

Say **The practice test question you are viewing is an example of a multiple-choice question.**

For multiple-choice questions, you will click on the bullet to the left of the answer you want to choose. Click on a bullet to the left of one of the answers.

You can change your answer by clicking on a different bullet. Now change your answer.

Pause while students select an answer and make changes.

Say **Are there any questions?**

Answer any questions.

Say **Click on “Next” to go to the next question.**

Pause while the students go to Question 2.

Say **You are now on Question 2.**

Please do not go ahead.

To see how the “Pause and Save” button works, click on “Pause and Save.”

The window containing test questions will close and all students will return to the Test Center.

Say **Notice that when you click on “Pause and Save,” you return to the Test Center.**

The Online Practice Biology I should be listed under “Tests Started” in the Test Center.

To return to the test, click the “Resume” button located to the left of the test name.

You have returned to the question you stopped on, Question 2.

Are there any questions?

Say **Question 2 displays an example of an open-ended question.**

For open-ended questions that ask you to give an answer in words, you will type your answer in the answer field. Type a sentence or two in the answer field for practice.

NOTE: Do not use the TAB key to indent paragraphs when entering a response. To indent paragraphs, press enter and then the space bar 3-5 times on your keyboard.

Examiner's Note: Using the TAB key will move the curser around the question displayed on the student's screen instead of indenting the text.

Allow students time to type their response in the answer field.

Say **Now try to edit the text you have entered. Use the backspace key to remove text to the left. Use the delete key to remove text to the right. You may also begin typing to add additional text.**

Are there any questions?

Pause to answer any questions.

Say **Your answer is now complete. Click on "Next" to go to the next screen.**

Say **You will now see Question 3. This is another example of an open-ended question.**

For open-ended questions that have more than one question, you will type your answer in the answer fields provided. Type a sentence or two in each answer field for practice.

NOTE: Do not use the TAB key to indent paragraphs when entering a response. To indent paragraphs, press enter and then the space bar 3-5 times on your keyboard.

Examiner's Note: Using the TAB key will move the curser around the question displayed on the student's screen instead of indenting the text.

Pause to give the students time to enter their responses.

Say **Your answer is now complete. Click on "Next".**

Since this was the last question, the students will see the review page when they click Next.

Say **You are now on the review page. The review page will be displayed after you have completed the last question on your test.**

Please follow along as I read the directions at the top of the page aloud.

This page gives you the chance to review all of your questions and answers. You can change your responses at this time. Take time to review each question and answer. When you have completed your review, click once on the "Finish" button at the bottom of the page to have your test scored. Once

you click “Finish,” you will not be able to change your answers, so be sure you have completed your test before selecting the “Finish” button.

Allow students time to indicate and change their answer. The practice questions will not be scored.

Say Are there any questions?

You should now take time to review your answers and respond to all of the questions. Once you complete your review, you are ready to exit the test.

Click on the “Finish” button located at the bottom of the screen.

You will be asked, “Are you sure you are ready to score your test?” If you select OK, you cannot return to the test and change your answers. If you click Cancel, you may continue to review your test.

Click “OK” to save your answers and exit the test.

You have now completed the Biology I Online Practice. You will see your practice listed under the “Tests Completed” section of the Test Center.

This concludes the student registration and the online practice.

Are there any questions?

Answer any questions from the students. If it is testing day, proceed to the section of the manual titled “Biology I, Session 1 and 2 Online Test Instructions” on page 118. If this is not testing day, instruct students to log out.

Say Click once on “Logout” to exit the testing site and return to the login page.

English 11 Online Practice

Say **Now you will complete some online practice questions to become familiar with online testing.**

Please follow all instructions as they are read to you. Do not continue until you are instructed to do so.

Locate the test called “English 11 Online Practice.”

Click once on the “Start” button to the left of the practice test.

The test will begin by opening a new browser window that contains the Test Directions.

Say **Read the directions to yourself as I read them aloud.**

Follow these directions for taking the test:

- **Read each question carefully.**
- **For multiple-choice questions, select the letter for the answer you have chosen.**
- **For open-ended questions, type your answer in the area provided on the screen.**
- **For essay questions, type your answer in the area provided on the screen.**
- **Click on “Save” at any time while typing open-ended responses or the essay to save your work.**
- **Questions for this test will be presented one per screen.**
- **Click on “Pause and Save” at any time to leave the test.**
- **At the end of the test, you will have an opportunity to review and change your answers.**

Please do not go ahead.

Are there any questions about the directions I have just read to you?

Wait to answer any questions.

Say **Click once on “Begin the Test.”**

The first question will be displayed.

Say **For a portion of the English 11 test, you will read passages and then answer questions about what you read. Below is an example of how a passage and a question will appear on the screen. You will need to use the scrollbar to see all of the passage, but the question will stay in the same place.**

This is where the question will appear.

Click on “Next” to go to the next question.

Pause while the students go to Question 2.

Say **You are now on Question 2.**

Please do not go ahead.

To see how the “Pause and Save” button works, click on “Pause and Save.”

The window containing test questions will close and all students will return to the Test Center.

Say **Notice that when you click on “Pause and Save,” you return to the Test Center.**

The Online Practice English 11 should be listed under “Tests Started” in the Test Center.

Say **To return to the test, click the “Resume” button located to the left of the test name.**

You have returned to the question you stopped on, Question 2.

Are there any questions?

Say **Question 2 displays an example of a multiple-choice question.**

For multiple-choice questions, you will click on the bullet to the left of the answer you want to choose. Click on a bullet to the left of one of the answers.

You can change your answer by clicking on a different bullet. Now change your answer.

Are there any questions?

Pause to answer any questions.

Say **Click on “Next” to go to the next screen.**

Say **You will now see Question 3. This is an example of an open-ended question.**

For open-ended questions that ask you to give an answer in words, you will type your answer in the answer field.

Type a sentence or two in the answer field for practice.

NOTE: Do not use the TAB key to indent paragraphs when entering a response. To indent paragraphs, press enter and then the space bar 3-5 times on your keyboard.

Examiner's Note: Using the TAB key will move the curser around the question displayed on the student's screen instead of indenting the text.

Pause to give the students time to enter their response.

Say **Now try to edit the text you have entered. Use the backspace key to remove text to the left. Use the delete key to remove text to the right. You may also begin typing to add additional text.**

Say **Your answer is now complete. Click on "Next" to go to the next question.**

Stop when you get to the next question.

Pause to wait for all students to advance to the next question.

Say **For the essay question, you will see the directions that appear below and an answer field for your essay.**

Your essay should contain at least five paragraphs and will be scored on the following aspects of your writing:

- **Ideas and Content: Does your essay accomplish the assigned task?**
- **Organization: Does your essay contain an introduction, a body, and a conclusion?**
- **Style: Do the language and vocabulary in your essay help to convey a clear message and to create interest?**

- **Voice:** Are the tone and language appropriate for your intended audience?
- **Language Conventions:** Have you used correct sentence structure, grammar, and punctuation?

NOTE: Do not use the TAB key to indent paragraphs when entering a response. To indent paragraphs, press enter and then the space bar 3-5 times on your keyboard.

Please note that you will not be able to copy and paste to rearrange text. Type a paragraph in the answer field for practice.

Pause to answer any questions.

Say Click on “Save” at any time to save your work.

Are there any questions?

When you have completed your response, click on “Next” to go to the review page.

Since this was the last question, the students will see the review page when they click Next.

Say You are now on the review page. The review page will be displayed after you have completed the last question on your test.

Please follow along as I read the directions at the top of the page aloud.

This page gives you the chance to review all of your questions and answers. You can change your responses at this time. Take time to review each question and answer. When you have completed your review, click once on the “Finish” button at the bottom of the page to have your test scored. Once you click “Finish,” you will not be able to change your answers, so be sure you have completed your test before selecting the “Finish” button.

Allow students time to indicate and change their answer. The practice questions will not be scored.

Say Are there any questions?

You should now take time to review your answers and respond to all of the questions. Once you complete your review, you are ready to exit the test.

Click on the “Finish” button located at the bottom of the screen.

You will be asked, “Are you sure you are ready to score your test?” If you select OK, you cannot return to the test and change your answers. If you click Cancel, you may continue to review your test.

Click “OK” to save your answers and exit the test.

You have now completed the English 11 Online Practice. You will see your practice listed under the “Tests Completed” section of the Test Center.

This concludes the student registration and the online practice.

Are there any questions?

Answer any questions from the students. If it is testing day, proceed to the section of the manual titled “English 11, Session 1 Online Test Instructions” on page 124, or “English 11, Session 2 Online Test Instructions” on page 127. If this is not testing day, instruct students to log out.

Say Click once on “Logout” to exit the testing site and return to the login page.

Directions for Testing Day – Algebra I

**Directions below are for students who already registered
or were included in the IDOE Data Collection file**

If you were not included in the IDOE Data Collection file and just completed the student login, registration and practice questions, skip to the Algebra I, Session 1 and 2 Online Test Instructions on page 112.

The student login and registration process will need to be completed before students can begin testing on testing day. Once this process is completed, direct the students through the login process and to the test they will be taking. Once again, have the list of the Student Test Numbers for all of the students who will be testing. This information may be retrieved from the Student Roster Report. This test is a timed test; therefore, you will need a clock or a timer.

Each assessment has 2 sessions; Session 1 and Session 2. Each session takes 45 minutes to administer to students.

A supply of scratch paper and pencils should be available for distribution to students after they enter the testing area (all scratch paper must be collected and destroyed after the test has been administered).

If administering the Algebra I test, please see page 82 of this manual to review a list of approved calculators.

Bold text is to be read aloud to the students. Regular text is for Examiner information only.

Read the instructions below to get started:

Say **Today you will take the Core 40 End-of-Course Assessment Algebra I Online Test. We will begin by accessing the test site.**

If student workstations are not already on the login screen, read the following directions:

Say **The site you will be accessing has been bookmarked on your computer.**

If you are using Internet Explorer, please select “Core 40 ECA” from the list of Favorites.

If you are using Netscape Navigator, please select “Core 40 ECA” from the list in Bookmarks.

Say **You should see the login page for the site on your screen.**

Do not enter anything until you have been instructed to do so.

Is there anyone who does not see the login page?

Assist students as needed. The next step will be to have the students enter their Student Test Numbers and 4-digit school number.

Say **Enter your Student Test Number in the field titled “Student Test Number.”**

Now press the tab key to move to the “School Number” field.

Are there any questions?

Answer any questions. Provide the students with your school’s 4-digit school number.

Say **Once your cursor is in the School Number field, enter {say your 4-digit school number}.**

Click “Login” to enter the testing site.

This will log all students into the testing site and their profile information will be displayed. All student profiles should have been corrected as necessary during student registration.

Say **You will now see your personal profile. Verify that your Student Test Number, School Name, and First and Last Names are correct.**

Does anyone see an incorrect profile? If so, please raise your hand.

Take a moment to make sure all students typed in the correct login information and that their profiles are correct. If a student’s Date of Birth, Gender, or Grade are incorrect but all other information IS correct, then record this information and have the student continue with the rest of the class. The discrepancy in the student’s profile should be reported to the School Test Coordinator so that the Indiana Department of Education SIS database can be updated.

If a student does not see the correct profile, have him or her click once on **No** from the profile page. The student will now see the Test Examiner Ruling page. The reason the student’s profile was incorrect will be displayed at the top of the page. Most likely, the student made an error when entering his/her login information. Click once on **Login** to direct the student back to the login page and have him or her re-enter the information.

If the student profile information is not correct because his or her Student Test Number is wrong or the School Name is incorrect, please see page 130 of this manual, “Troubleshooting issues with Student Logins.”

Once all student profiles are correct, please continue.

Say **Click once on “Yes” to continue the login process. You will see the Test Center page. Do not go ahead before receiving further instructions.**

Students will see the Test Center where all tests they are registered to take are listed. Follow the test day instructions for the content area you are administering to direct them to the correct test.

If the students you are administering have not completed the Practice Questions, see page 95 of this manual “Directions for Completing the Online Practice Questions - For All Students” before continuing. If the practice questions have been completed, proceed with the dialogue below.

Algebra I, Session 1 and 2 Online Test Instructions

Say **You will see a list of the tests you are scheduled to take as part of the Core 40 End-of-Course Assessment.**

Locate the test called Algebra I {Session 1 or Session 2}. This is the test you will be taking today.

You should complete all the questions on the test. You may use the scratch paper provided to complete the questions (all scratch paper must be collected and destroyed after the test has been administered).

Remember, read each problem carefully, find your answer among the choices, and select your answer by clicking on the bullet to the left of the answer or by entering your answer in the field provided for you.

Does everyone understand what to do?

Answer any questions the students may have. Explain further if necessary.

Say **Be sure to answer each question completely. If you do not understand what to do during this test, raise your hand, and I will clarify the directions for you.**

See page 139 for to view guidelines for answering student questions.

Say **This test is timed. You will have 45 minutes to complete this test. An announcement of the time will be made after 40 minutes have elapsed and again at the end of the 45 minutes.**

Are there any questions?

Answer any questions the students may have.

Say **We are now ready to begin the test. Click once on “Start” next to the Algebra I test.**

Now you will see directions for the test. Please read the directions silently as I read them aloud.

For Algebra I, Sessions 1 and 2, please read the following directions:

Say **Follow these directions for taking the test:**

- **Read each question carefully.**
- **For multiple-choice questions, select the letter for the answer you have chosen.**
- **For open-ended questions, type your answer in the area provided on the screen.**
- **For the questions that require a numerical answer, be sure to only type in a number. Do not type in any extra text, such as units (\$, %, hours, etc.) or equations (e.g., $x = 3$ instead of 3).**
- **Click on “Save” at any time while typing open-ended responses to save your work.**
- **Questions for this test will be presented one per screen.**
- **Click on "Pause and Save" at any time to leave the test.**
- **At the end of the test, you will have an opportunity to review and change your answers.**

Say **You may use your calculator at any time during the test.**

Are there any questions?

Answer any questions from the students.

Say **When you complete your test, please raise your hand, and I will come to your workstation.**

Once again, this is a timed test. You will have 45 minutes to complete this session. I will announce when 40 minutes have elapsed and again when time has ended at 45 minutes.

You are now ready to start the test. Click once on “Begin the Test” to start.

Move around the room after the test has started in order to make sure that everyone is following directions. Providing additional instructions to individual students who seem confused is acceptable, but do not give help on specific questions. Make sure that students are recording their answers properly. Be sure to monitor students during testing at all times.

For information about how to respond to questions, see page 139 of this manual “Guidelines for Answering Student Questions About the Test.”

Be sure to move around the testing area to make sure students have not started any tests other than the one they have been instructed to start today.

When 40 minutes have elapsed, read the following instructions:

Say **Forty minutes have elapsed. You have five minutes left. Please be sure to allow yourself enough time to review your answers. As you complete your test, please raise your hand, and I will come to your workstation.**

As students raise their hands indicating they have completed the test, please walk over to their workstation and verify that they are finished. The test you administered will appear under a section on the Test Center called **Tests Completed**. If a **Resume** button appears next to the student’s test, instruct the student to click on the **Resume** button and have them click **Finish** at the bottom of the review page. This is the only way the test will be scored. Once the Teacher/Test Examiner has verified that the student has completed the test, instruct him or her to click once on **Logout** in the upper right-hand corner of the page.

All materials distributed to the students must be collected before they can leave the testing area.

Once time has expired, read the following instructions:

Say **Time is up.**

If you are on the review page, be sure to click the “Finish” button at the bottom of the review page to have your test scored.

If you are on a test question, click “Next” on each unanswered question until you see the review page. Scroll to the bottom of the review page and click “Finish” to have all your answers scored.

When you return to the Test Center, you should see the test you took today under the “Tests Completed” section.

Click once on “Logout” to exit the test site.

If you have any questions, please raise your hand.

Answer any questions.

This completes the Core 40 End-of-Course Assessment Online administration for Algebra I.

Directions for Testing Day – Biology I

**Directions below are for students who already registered
or were included in the Data Collection file**

If you were not included in the IDOE Data Collection file and just completed the student login, registration and practice questions, skip to the Biology I, Session 1 and 2 Online Test Instructions on page 118.

The student login and registration process will need to be completed before students can begin testing on testing day. Once this process is completed, direct the students through the login process and to the test they will be taking. Once again, have the list of the Student Test Numbers for all of the students who will be testing. This information may be retrieved from the Student Roster Report. This test is a timed test; therefore, you will need a clock or a timer.

Each assessment has 2 sessions; Session 1 and Session 2. Each session takes 45 minutes to administer to students.

A supply of scratch paper and pencils should be available for distribution to students after they enter the testing area (all scratch paper must be collected and destroyed after the test has been administered).

Bold text is to be read aloud to the students. Regular text is for Examiner information only.

Read the instructions below to get started:

Say **Today you will take the Core 40 End-of-Course Assessment Biology I Online Test. We will begin by accessing the test site.**

If student workstations are not already on the login screen, read the following directions:

Say **The site you will be accessing has been bookmarked on your computer.**

If you are using Internet Explorer, please select “Core 40 ECA” from the list of Favorites.

If you are using Netscape Navigator, please select “Core 40 ECA” from the list in Bookmarks.

Say **You should see the login page for the site on your screen.**

Do not enter anything until you have been instructed to do so.

Is there anyone who does not see the login page?

Assist students as needed. The next step will be to have the students enter their Student Test Numbers and 4-digit school number.

Say **Enter your Student Test Number in the field titled “Student Test Number.”**

Now press the tab key to move to the “School Number” field.

Are there any questions?

Answer any questions. Provide the students with your school’s 4-digit school number.

Say **Once your cursor is in the School Number field, enter {say your 4-digit school number}.**

Click “Login” to enter the testing site.

This will log all students into the testing site and their profile information will be displayed. All student profiles should have been corrected as necessary during student registration.

Say **You will now see your personal profile. Verify that your Student Test Number, School Name, and First and Last Names are correct.**

Does anyone see an incorrect profile? If so, please raise your hand.

Take a moment to make sure all students typed in the correct login information and that their profiles are correct. If a student’s Date of Birth, Gender, or Grade are incorrect but all other information IS correct, then record this information and have the student continue with the rest of the class. The discrepancy in the student’s profile should be reported to the School Test Coordinator so that the Indiana Department of Education SIS database can be updated.

If a student does not see the correct profile, have him or her click once on **No** from the profile page. The student will now see the Test Examiner Ruling page. The reason the student’s profile was incorrect will be displayed at the top of the page. Most likely, the student made an error when entering his/her login information. Click once on **Login** to direct the student back to the login page and have him or her re-enter the information.

If the student profile information is not correct because his or her Student Test Number is wrong or the School Name is incorrect, please see page 130 of this manual, “Troubleshooting issues with Student Logins.”

Once all student profiles are correct, please continue.

Say **Click once on “Yes” to continue the login process. You will see the Test Center page. Do not go ahead before receiving further instructions.**

Students will see the Test Center where all tests they are registered to take are listed. Follow the test day instructions for the content area you are administering to direct them to the correct test.

If the students you are administering have not completed the Practice Questions, see page 95 of this manual “Directions for Completing the Online Practice Questions - For All Students” before continuing. If the practice questions have been completed, proceed with the dialogue below.

Biology I, Sessions 1 and 2 Online Test Instructions

Say **You will see a list of the tests you are scheduled to take as part of the Core 40 End-of-Course Assessment.**

Locate the test called Biology I {Session 1 or Session 2}. This is the test you will be taking today.

You should complete all the questions on the test. You may use the scratch paper provided to complete the questions (all scratch paper must be collected and destroyed after the test has been administered).

Remember, read each problem carefully, find your answer among the choices, and select your answer by clicking on the bullet to the left of the answer or by entering your answer in the field provided for you.

Does everyone understand what to do?

Answer any questions the students may have. Explain further if necessary.

Say **Be sure to answer each question completely. If you do not understand what to do during this test, raise your hand, and I will clarify the directions for you.**

See page 139 for to view guidelines for answering student questions.

Say **This test is timed. You will have 45 minutes to complete this test. An announcement of the time will be made after 40 minutes have elapsed and again at the end of the 45 minutes.**

Are there any questions?

Answer any questions the students may have.

Say **We are now ready to begin the test. Click once on “Start” next to the Biology I {Session 1 or Session 2} test.**

Now you will see directions for the test. Please read the directions silently as I read them aloud.

For Biology I, Sessions 1 and 2, please read the following directions:

Say **Follow these directions for taking the test:**

- **Read each question carefully.**
- **For multiple-choice questions, select the letter for the answer you have chosen.**
- **For open-ended questions, type your answer in the area provided on the screen.**
- **Click on “Save” at any time while typing open-ended responses to save your work.**
- **Questions for this test will be presented one per screen.**
- **Click on “Pause and Save” at any time to leave the test.**
- **At the end of the test, you will have an opportunity to review and change your answers.**

Are there any questions?

Answer any questions from the students.

Say **When you complete your test, please raise your hand, and I will come to your workstation.**

Once again, this is a timed test. You will have 45 minutes to complete this session. I will announce when 40 minutes have elapsed and again when time has ended at 45 minutes.

You are now ready to start the test. Click once on “Begin the Test” to start.

Move around the room after the test has started in order to make sure that everyone is following directions. Providing additional instructions to individual students who seem confused is acceptable, but do not give help on specific questions. Make sure that students are recording their answers properly.

For information about how to respond to questions, see page 139 of this manual “Guidelines for Answering Student Questions About the Test.”

Be sure to move around the testing area to make sure students have not started any tests other than the one they have been instructed to start today.

When 40 minutes have elapsed, read the following instructions:

Say **Forty minutes have elapsed. You have five minutes left. Please be sure to allow yourself enough time to review your answers. As you complete your test, please raise your hand, and I will come to your workstation.**

As students raise their hands indicating they have completed the test, please walk over to their workstation and verify that they are finished. The test you administered will appear under a section on the Test Center called **Tests Completed**. If a **Resume** button appears next to the student's test, instruct the student to click on the **Resume** button and have them click **Finish** at the bottom of the review page. This is the only way the test will be scored. Once the Teacher/Test Examiner has verified that the student has completed the test, instruct him or her to click once on **Logout** in the upper right-hand corner of the page.

All materials distributed to the students must be collected before they can leave the testing area.

Once time has expired, read the following instructions:

Say **Time is up.**

If you are on the review page, be sure to click the "Finish" button at the bottom of the review page to have your test scored.

If you are on a test question, click "Next" on each unanswered question until you see the review page. Scroll to the bottom of the review page and click "Finish" to have all your answers scored.

When you return to the Test Center, you should see the test you took today under the "Tests Completed" section.

Click once on "Logout" to exit the test site.

If you have any questions, please raise your hand.

Answer any questions.

This completes the Core 40 End-of-Course Assessment Online administration for Biology I.

Directions for Testing Day – English 11

**Directions below are for students who already registered
or were included in the Data Collection file**

If you were not included in the IDOE Data Collection file and just completed the student login, registration and practice questions, skip to the English 11, Session 1 Online Test Instructions on page 124, or Session 2 Online Test Instructions on page 127.

The student login and registration process will need to be completed before students can begin testing on testing day. Once this process is completed, direct the students through the login process and to the test they will be taking. Once again, have the list of the Student Test Numbers for all of the students who will be testing. This information may be retrieved from the Student Roster Report. This test is a timed test; therefore, you will need a clock or a timer.

Each assessment has 2 sessions; Session 1 and Session 2. Each session takes 45 minutes to administer to students.

A supply of scratch paper and pencils should be available for distribution to students after they enter the testing area (all scratch paper must be collected and destroyed after the test has been administered).

Bold text is to be read aloud to the students. Regular text is for Examiner information only.

Read the instructions below to get started:

Say **Today you will take the Core 40 End-of-Course Assessment English 11 Online Test. We will begin by accessing the test site.**

If student workstations are not already on the login screen, read the following directions:

Say **The site you will be accessing has been bookmarked on your computer.**

If you are using Internet Explorer, please select “Core 40 ECA” from the list of Favorites.

If you are using Netscape Navigator, please select “Core 40 ECA” from the list in Bookmarks.

Say **You should see the login page for the site on your screen.**

Do not enter anything until you have been instructed to do so.

Is there anyone who does not see the login page?

Assist students as needed. The next step will be to have the students enter their Student Test Numbers and 4-digit school number.

Say **Enter your Student Test Number in the field titled “Student Test Number.”**

Now press the tab key to move to the “School Number” field.

Are there any questions?

Answer any questions. Provide the students with your school’s 4-digit school number.

Say **Once your cursor is in the School Number field, enter {say your 4-digit school number}.**

Click “Login” to enter the testing site.

This will log all students into the testing site and their profile information will be displayed. All student profiles should have been corrected as necessary during student registration.

Say **You will now see your personal profile. Verify that your Student Test Number, School Name, and First and Last Names are correct.**

Does anyone see an incorrect profile? If so, please raise your hand.

Take a moment to make sure all students typed in the correct login information and that their profiles are correct. If a student’s Date of Birth, Gender, or Grade are incorrect but all other information IS correct, then record this information and have the student continue with the rest of the class. The discrepancy in the student’s profile should be reported to the School Test Coordinator so that the Indiana Department of Education SIS database can be updated.

If a student does not see the correct profile, have him or her click once on **No** from the profile page. The student will now see the Test Examiner Ruling page. The reason the student’s profile was incorrect will be displayed at the top of the page. Most likely, the student made an error when entering his/her login information. Click once on **Login** to direct the student back to the login page and have him or her re-enter the information.

If the student profile information is not correct because his or her Student Test Number is wrong or the School Name is incorrect, please see page 130 of this manual, “Troubleshooting issues with Student Logins.”

Once all student profiles are correct, please continue.

Say **Click once on “Yes” to continue the login process. You will see the Test Center page. Do not go ahead before receiving further instructions.**

Students will see the Test Center where all tests they are registered to take are listed. Follow the test day instructions for the content area you are administering to direct them to the correct test.

If the students you are administering have not completed the Practice Questions, see page 95 of this manual “Directions for Completing the Online Practice Questions - For All Students” before continuing. If the practice questions have been completed, proceed with the dialogue below.

English 11, Session 1 Online Test Instructions

Say **You will see a list of the tests you are scheduled to take as part of the Core 40 End-of-Course Assessment.**

Locate the test called English 11 Session 1. This is the test you will be taking today.

You should complete all the questions on the test. You may use the scratch paper provided to complete the questions (all scratch paper must be collected and destroyed after the test has been administered).

Remember, read each problem carefully, find your answer among the choices, and select your answer by clicking on the bullet to the left of the answer or by entering your answer in the field provided for you.

Does everyone understand what to do?

Answer any questions the students may have. Explain further if necessary.

Say **Be sure to answer each question completely. If you do not understand what to do during this test, raise your hand, and I will clarify the directions for you.**

See page 139 for to view guidelines for answering student questions.

Say **This test is timed. You will have 45 minutes to complete this test. An announcement of the time will be made after 40 minutes have elapsed and again at the end of the 45 minutes.**

Are there any questions?

Answer any questions the students may have.

Say **We are now ready to begin the test. Click once on “Start” next to the English 11 Session 1 test.**

Now you will see directions for the test. Please read the directions silently as I read them aloud.

For English 11, Session 1, please read the following directions:

Say **Follow these directions for taking the test:**

- **Read each question carefully.**
- **For multiple-choice questions, select the letter for the answer you have chosen.**
- **For open-ended questions, type your answer in the area provided on the screen.**
- **Click on “Save” at any time while typing open-ended responses to save your work.**
- **Questions for this test will be presented one per screen.**
- **Click on “Pause and Save” at any time to leave the test.**
- **At the end of the test, you will have an opportunity to review and change your answers.**

Are there any questions?

Answer any questions from the students.

Say **When you complete your test, please raise your hand, and I will come to your workstation.**

Once again, this is a timed test. You will have 45 minutes to complete this session. I will announce when 40 minutes have elapsed and again when time has ended at 45 minutes.

You are now ready to start the test. Click once on “Begin the Test” to start.

Move around the room after the test has started in order to make sure that everyone is following directions. Providing additional instructions to individual students who seem confused is acceptable, but do not give help on specific questions. Make sure that students are recording their answers properly.

For information about how to respond to questions, see page 139 of this manual “Guidelines for Answering Student Questions About the Test.”

Be sure to move around the testing area to make sure students have not started any tests other than the one they have been instructed to start today.

When 40 minutes have elapsed, read the following instructions:

Say **Forty minutes have elapsed. You have five minutes left. Please be sure to allow yourself enough time to review your answers. As you complete your test, please raise your hand, and I will come to your workstation.**

As students raise their hands indicating they have completed the test, please walk over to their workstation and verify that they are finished. The test you administered will appear under a section on the Test Center called **Tests Completed**. If a **Resume** button appears next to the student's test, instruct the student to click on the **Resume** button and have them click **Finish** at the bottom of the review page. This is the only way the test will be scored. Once the Teacher/Test Examiner has verified that the student has completed the test, instruct him or her to click once on **Logout** in the upper right-hand corner of the page.

All materials distributed to the students must be collected before they can leave the testing area.

Once time has expired, read the following instructions:

Say **Time is up.**

If you are on the review page, be sure to click the “Finish” button at the bottom of the review page to have your test scored.

If you are on a test question, click “Next” on each unanswered question until you see the review page. Scroll to the bottom of the review page and click “Finish” to have all your answers scored.

When you return to the Test Center, you should see the test you took today under the “Tests Completed” section.

Click once on “Logout” to exit the test site.

If you have any questions, please raise your hand.

Answer any questions.

This completes the Core 40 End-of-Course Assessment Online administration for Session 1 of English 11.

English 11, Session 2 Online Test Instructions

Say **You will see a list of the tests you are scheduled to take as part of the Core 40 End-of-Course Assessment.**

Locate the test called English 11 Session 2. This is the test you will be taking today.

You should complete all the questions on the test. You may use the scratch paper provided to complete the questions (all scratch paper must be collected and destroyed after the test has been administered).

Does everyone understand what to do?

Answer any questions the students may have. Explain further if necessary.

Say **Be sure to answer each question completely. If you do not understand what to do during this test, raise your hand, and I will clarify the directions for you.**

See page 139 for to view guidelines for answering student questions.

Say **This test is timed. You will have 45 minutes to complete this test. An announcement of the time will be made after 40 minutes have elapsed and again at the end of the 45 minutes.**

Are there any questions?

Answer any questions the students may have.

Say **We are now ready to begin the test. Click once on “Start” next to the English 11 Session 2 test.**

Now you will see directions for the test. Please read the directions silently as I read them aloud.

For English 11, Session 2, please read the following directions:

Say **Follow these directions for taking the test:**

- **This session consists of one essay question, which will require approximately 45 minutes to complete.**
- **At the end of the test, you will have an opportunity to review and change your response.**
- **Click on “Pause and Save” at any time to leave the test.**
- **Click on “Save” at any time while typing the essay to save your work.**
- **NOTE: Do not use the TAB key to indent paragraphs when entering a response. To indent paragraphs, press enter and then the space bar 3-5 times on your keyboard.**

Are there any questions?

Answer any questions from the students.

Say **When you complete your test, please raise your hand, and I will come to your workstation.**

Once again, this is a timed test. You will have 45 minutes to complete this session. I will announce when 40 minutes have elapsed and again when time has ended at 45 minutes.

You are now ready to start the test. Click once on “Begin the Test” to start.

Move around the room after the test has started in order to make sure that everyone is following directions. Providing additional instructions to individual students who seem confused is acceptable, but do not give help on specific questions. Make sure that students are recording their answers properly. Be sure to monitor students during testing at all times.

For information about how to respond to questions, see page 139 of this manual “Guidelines for Answering Student Questions About the Test.”

Be sure to move around the testing area to make sure students have not started any tests other than the one they have been instructed to start today.

When 40 minutes have elapsed, read the following instructions:

Say **Forty minutes have elapsed. You have five minutes left. Please be sure to allow yourself enough time to review your answers. As you complete your test, please raise your hand, and I will come to your workstation.**

As students raise their hands indicating they have completed the test, please walk over to their workstation and verify that they are finished. The test you administered will appear under a section on the Test Center called **Tests Completed**. If a **Resume** button appears next to the student's test, instruct the student to click on the **Resume** button and have them click **Finish** at the bottom of the review page. This is the only way the test will be scored. Once the Test Examiner has verified that the student has completed the test, instruct him or her to click once on **Logout** in the upper right-hand corner of the page.

All materials distributed to the students must be collected before they can leave the testing area.

Once time has expired, read the following instructions:

Say **Time is up.**

If you are on the review page, be sure to click the “Finish” button at the bottom of the review page to have your test scored.

If you are on a test question, click “Next” on each unanswered question until you see the review page. Scroll to the bottom of the review page and click “Finish” to have all questions you have answered scored.

When you return to the Test Center, you should see the test you took today under the “Tests Completed” section.

Click once on “Logout” to exit the test site.

If you have any questions, please raise your hand.

Answer any questions.

This completes the Core 40 End-of-Course Assessment Online administration for English 11.

Troubleshooting Issues with Student Logins

During login, a window may display asking the student to raise his or her hand, so that the Teacher/Test Examiner can enter the school's Test Examiner Password.

Examples of this occurring are as follows:

- The workstation being used by the student does not meet the online requirements for testing (i.e., Operating System, Browser version, installation of java applets);
- A student logged in using a 4-digit school number that is different than the one that was linked to the student from the imported file. This might occur if the student changed schools after the file was imported;
- A student has a valid Student Test Number and 4-digit school number, but he or she made a mistake while entering his/her login information;
- A student has an invalid Student Test Number or an invalid 4-digit school number; or
- A student is new to the school and his or her Student Test Number was assigned after the student information was imported.

Student Workstation Does Not Meet Online Requirements for Testing

During the login process, the system is designed to run the TEST SCOUT program. The TEST SCOUT program determines if the workstation being used by the student meets the online requirements for testing.

During the login process, if the student workstation does **not** meet the online testing requirements, a prompt will appear that reads, “This computer may not support testing. Please raise your hand and wait for your instructor to assist you.” A Test Examiner Password field will be displayed.

If this prompt is displayed, follow the process below:

1. Enter the Test Examiner Password which corresponds to the 4-digit school number the student entered during the login process.
2. A new page will be displayed that reads, “This computer may not support testing. Do you wish to continue?” You will then be given two options: Yes or No.
 - a. Yes – If you select **Yes**, the student can continue testing but difficulties may occur.
 - b. No – If you select **No**, a report will be displayed that details the necessary updates on this student workstation.
3. Selecting **Yes** will allow students to continue with the registration process and ask them to verify their Student Profile.
4. Selecting **No** will prompt a TEST SCOUT Results Report to appear. Review this report to determine how to improve this student workstation. You can return to the login page by clicking “Return to Login Page.”

If the student workstation does not meet the requirements, you may proceed by updating the workstation or moving the student to another workstation that meets the online testing requirements.

Valid Student Test Number with a Different School Number

If the student entered a valid Student Test Number, but the 4-digit school number he or she entered during login does not match up with the school to which he or she was registered, the student will be prompted for the Test Examiner Password.

The Teacher/Test Examiner will need to enter the school's Test Examiner Password and verify that the information in the window is correct:

- Student Test Number;
- Name of the school which corresponds to the 4-digit school number entered during login; and
- Name of the school which corresponds to the 4-digit school number the student was enrolled at in the file from the Indiana Department of Education.

Student entered valid 4-digit school number

If a student entered the 4-digit school number and is currently enrolled in that school, then the Test Examiner Password was required because the 4-digit school number did not correspond with the student. This will likely occur when a student is new to a school. Enter any information about the student changing schools in the Test Examiner comment field and then click **Update School**.

The student will now need to enter his/her First and Last Names in the fields provided.

Once the student has entered this information, he/she will be ready to complete the registration process. (See page 93 of this manual.) Please let the individual in your corporation who is responsible for updating the Student Test Number files know to update this information following the IDOE protocol for STN modifications.

Student Error During Login

If a student made an error during the login process, he or she should click **Login** to return to the login page, and he or she can re-enter the correct login information.

Invalid Student Test Number or 4-digit School Number

If a student enters an invalid Student Test Number, enter the school's Test Examiner Password to continue with the login process.

After entering the Test Examiner Password, a screen will display the Student Test Number, as well as the name of the school that corresponds with the 4-digit school number which the student entered at login.

Verify that this information is correct. If the correct Student Test Number and 4-digit school number were entered, then this student had a Student Test Number created after the file was imported from the Indiana Department of Education.

If the information is correct: If the information entered by the student at login is correct, update the database. Type any comments regarding this student's enrollment at the school on the Test Examiner Ruling page. Then click on the **Add Student** button.

If the information is incorrect: Click on **Login** to return the student to the login page and have the student re-enter the information.

New Student Test Number Has Not Been Imported Yet

If the student has a new Student Test Number, he or she will need to complete the student profile information. Walk him/her through the steps below to complete the profile information.

Once the profile information is complete, he or she will follow the same registration process and will select the appropriate content area and corresponding classroom teacher.

Teacher/Test Examiner Directions: Bold text is to be read aloud to the students. Regular text is for Teacher/Test Examiner information only.

Say **You should see a window at the top that reads, “Please complete your personal profile.”**

Say **Your Student Test Number is displayed at the top of your personal profile to the right of the field named New Testing ID. Verify that the Student Test Number listed is correct.**

Next, {say your school name} is listed for your School Name.

Locate the field called “First Name.” Use your mouse and click once in the field to select it.

Now enter your First Name.

Stop when you have made your entry.

Are there any questions?

Pause and wait for all students to enter their First Names.

Say **Next, press the tab key once to advance to the “Last Name” field. Make sure that your cursor is in the field and enter your Last Name.**

Once you have made your entry, stop.

Are there any questions?

Pause and answer any questions.

Say **Next tab to the “Birth Date” field. Confirm that your cursor is in the field.**

Enter the number of the month in which you were born. For example, if you were born in January, you would type “1.” If you were born in August, you would type “8.”

Enter a forward slash “/” and stop.

Please assist students as needed.

Say Next, enter the two digits that indicate the day you were born. For example, if you were born on the 2nd, you would enter “02.” If you were born on the 18th, you would enter “18.”

Enter a forward slash “/” and stop.

If you have any questions, please raise your hand.

Now you will enter the four-digit year you were born. For example, if you were born in 1982, you would enter “1” “9” “8” “2.”

Once you have made your entry, please stop.

If you have any questions, please raise your hand.

Check to see that all students have completed the entry of their birth date before continuing.

Say Next, you will need to select your Gender from a drop-down list.

Using your mouse, click once on the arrow to the right of “Gender.”

Then select “Male” or “Female.”

Are there any questions?

Say Next, click once on the drop-down list to the right of Ethnicity to see the list of choices.

Select the description that best describes your ethnic background.

Are there any questions?

Say Next, click once on the drop-down list to the right of Grade to see the list of choices.

Select the grade level you are enrolled in this year.

Once you have made your selection, please stop.

You have now completed your personal profile. Please take a minute to review your entries and selections.

When you are finished reviewing your profile, wait for further directions.

Are there any questions?

Pause and wait for all students to enter their information.

Say **Now that you have reviewed your profile, click on “Submit” to save your profile information.**

Say **You will now see a window that says, “Please select your class or teacher.”**

If you do not see this window, please raise your hand.

Check to see that all students are at the registration window.

Now help students select their classroom teacher. Their classroom teacher’s name will be found below the content area in which the students will be tested. Be prepared to instruct them to the appropriate content area.

Say **Click once on the drop-down menu for {say Algebra I, Biology I, or English 11}.**

You will see a list of the Classroom Teachers who teach this subject.

Select your Classroom Teacher’s name in the list. Click once on your name to make your selection.

You should now see your Classroom Teacher’s name below {say Algebra I, Biology I, or English 11}.

If students will be taking the test for more than one content area, repeat the instructions above, substituting the other content area in the directions.

Say **Click once on “Continue” to save your selection.**

If the Classroom Teacher created Class Folders, students will be asked to select the Class in which they are enrolled.

If the Classroom Teacher has NOT created Class folders, then the students will see the Test Center. If this is the case, please proceed to the section of this manual that provides instructions for the Online Practice. (See page 95 of this manual.)

Say **You will now see a window asking you to select in which of your teacher’s classes you are enrolled.**

Click once on the drop-down menu of class to locate the correct class.

Click once on your Class name to make your selection.

Click on “Continue” to save your Class selection.

Click on “Finish” to close the registration and go to the Test Center.

If you have any questions, please raise your hand.

Students will advance to the Test Center. The next step is the Online Practice.
(See page 95 of this manual.)

Guidelines for Answering Student Questions About the Test

The following guidelines are provided to help answer students' questions during testing. As a general rule, Teacher/Test Examiners should encourage students to be as complete as possible when answering test questions.

WHEN STUDENTS ASK FOR HELP

SCHOOL TEST COORDINATORS OR TEACHER/TEST EXAMINERS SHOULD NOT

- Comment about the difficulty level of any question.
- Tell students that particular answers are right or wrong.
- Make specific suggestions relative to students' work.
- Define a content word or phrase.
- Recommend a specific strategy.
- Ask students to work faster.
- Cue a correct answer through vocal inflection, facial expressions, signs, or gestures.

SCHOOL TEST COORDINATORS OR TEACHER/TEST EXAMINERS SHOULD INSTEAD

- Encourage students to keep trying.
- Remind students that they will receive credit for all relevant work that they do on the open-ended portion of the test.
- Recommend that students check their work carefully.
- Encourage students to reread the complete question and then, if necessary, to skip a difficult question and come back to it after completing other questions.
- Suggest that students try unspecified alternate strategies.
- Remind students that they have 45 minutes to complete the test.
- Remind students to follow directions.

Assistance

If assistance is needed at any time during the Core 40 End-of-Course Assessment Online program, please contact:

Core 40 End-of-Course Assessment Related Questions and General Information:

IDOE's ECA Help Desk
Phone 1-317-232-9050
E-mail: eca@doe.state.in.us

Questar Online Technology or Paper-and-Pencil Testing Related Questions:

Phone: 1-877-IC40-ECA (1-877-424-0322)
E-mail: Core40support@questarai.com

Core 40 End-of-Course Assessment Web Site:

www.doe.in.gov/core40eca

**THANK YOU FOR YOUR PARTICIPATION IN THE
ONLINE CORE 40 END-OF-COURSE ASSESSMENT ADMINISTRATION**